

SCHOOL DISTRICT NO. 103  
BOARD OF EDUCATION MEETING  
December 15, 2020  
7:00 PM

PUBLIC HEARING &  
REGULAR MEETING

CONSISTENT WITH THE REQUIREMENTS OF THE ILLINOIS REVISED STATUTES CHAPTER 102, PARAGRAPH 42.02 (OPEN MEETINGS ACT), NOTICES OF THIS MEETING HAVE BEEN POSTED. LOCATION OF THE MEETING IS GEORGE WASHINGTON MIDDLE SCHOOL, ROOM 130, 8101 OGDEN AVE., LYONS, ILLINOIS 60534, AT 7:00 PM.

**DISASTER PROCLAMATION**

A Gubernatorial Disaster Declaration has been issued declaring the State of Illinois and all Counties in Illinois a disaster area due to the COVID-19 pandemic. Given the current COVID-19 pandemic situation and IDPH/ISBE safety guidance, Board President Torres and Superintendent Rivera have determined that in person public attendance at the Board meeting is not practical or prudent and that in person attendance is limited to ten persons.

**MEETING CALL IN INFORMATION**

Public access to the meeting will be by remote access. The public may access the meeting remotely via: 1) telephone by dialing (617) 675-4444; PIN: 207 656 279 9904#, or 2) Google Meets by logging into <https://meet.google.com/ibv-neri-ubp>. Please contact Char Latronica at (708) 783-4109 with questions about remote access. For public comment participation, see the Public Comment section of the agenda below.

**A G E N D A**

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

**IV. Public Hearing on Proposed 2020 Tax Levy**

A. Convene Public Hearing

B. Presentation of Proposed Tax Levy

4

C. Public Comment

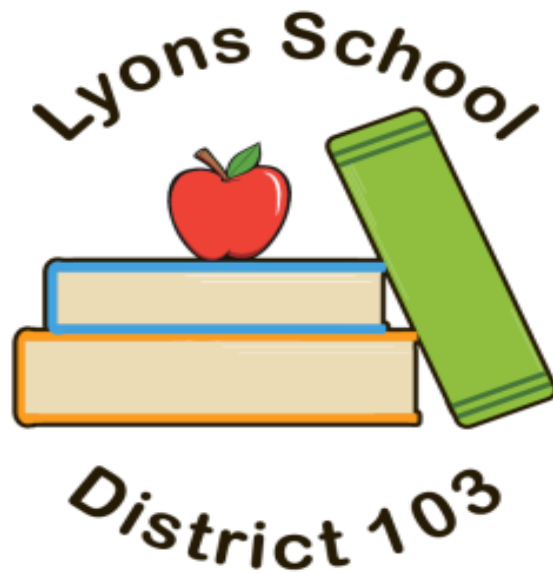
Due to the public access to the public hearing being remote, public comment shall be by email and written correspondence or Google Meets. Persons interested in making written public comment must email their public comment to [latronicac@lyons103.org](mailto:latronicac@lyons103.org) or deliver written public comment to the District Office by December 15, 2020 at 4:00 p.m.

Emailed and written public comments are limited to 200 words and will be read aloud during the Public Comment portion of the meeting.

D. Adjourn Public Hearing

<b><u>V. Reading of Communications</u></b>	
A. FOIA Report	23
<b><u>VI. Superintendent's Report</u></b>	
<b><u>VII. Public Comment</u></b>	
Due to the public access meeting being remote, public comment shall be by email and written correspondence or Google Meets. Persons interested in making written public comment must email their public comment to latronicac@lyons103.org or deliver written public comment to the District Office by December 15, 2020 at 4:00 p.m. Emailed and written public comments are limited to 200 words and will be read aloud during the Public Comment portion of the meeting.	
<b><u>VIII. Year-to-Date Financials</u></b>	<b>24</b>
<b><u>IX. Consent Agenda</u></b>	
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1. Board Bills December, 2020	46
C. Approval of Employment	
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a. Yesenia Mota, GWMS, Parent Liason, \$15.00/hr, 12/16/2020	
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12. Policy 8:30 - Visitors to and Conduct on School Property	101
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<b><u>X. Action Items</u></b>	
A. Approval of Resolution to Levy Property Taxes for 2020	105
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C. Approval of Extension of Memorandum of Understanding between the Board of Education of Lyons District 103 and the Lyons Council Teachers Union of the West Suburban Teachers Union, Local 571, Regarding Temporary Teacher Choice in Work Location During COVID-19 Pandemic	112

D. Approval of Extension of Memorandum of Understanding between the Board of Education of Lyons District 103 and SEIU Local 73 Regarding Program Aide Choice in Temporary Working Location During COVID-19 Pandemic	113
E. Approval of Administrative Assignments	114
F. Approval of Motion to Employ a School Resource Officer at an Amount Not to Exceed \$65,000 a year, to be Implemented Early 2021	
XI. <b><u>Adjournment</u></b>	



## **Lyons Elementary School District 103**

*Every Student, Everyday, Whatever It Takes!*

Serving the communities of Brookfield, Forest View,  
Lyons, McCook and Stickney.

**Levy Estimate November 24, 2020**

**Public Hearing & Adoption December 15, 2020**

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## 2020 Levy Timeline

**November 24, 2020** - Establish Proposed 2020 Levy & Resolve to hold a Public Levy Hearing

**November 25, 2020** - Publish Notice for December 15, 2020 Hearing and Levy available to public.

**December 15, 2020** - Presentation of the 2020 Levy at Hearing. Adopt the Levy at Board Meeting

**December 16, 2020** - Deliver fully executed Levy Documents to the Township Treasurer's Office

**December 29, 2020** - Last Day to file levy request with County Clerk's Tax Extension Office

## **Statutory Basis for Extending School District Levies by a Board of Education**

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax annually, for educational purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax annually, for operations and maintenance purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax annually, for transportation purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax known as a Working Cash Fund Tax upon all the taxable property of the district, annually (Section 20-3 of the School Code).

The school board of any school district may levy a tax for municipal retirement purposes in a sum sufficient to provide all the contributions required of the school district by including the amount to be levied for such purposes in the Certificate of Tax Levy for other school taxes, or such district may file with the county clerk a separate certificate or resolution setting forth the amount of tax to be levied for such purpose (40 ILCS 5/7-171).

The school board of any school district may levy a tax for social security (includes Medicare only) purposes in a sum sufficient to provide all the contributions required of the school district by including the amount to be levied for such purposes in the Certificate of Tax Levy for other taxes, or such district may file with the county clerk a separate certificate or resolution setting forth the amount of tax to be levied for such purpose (40 ILCS 5/21-110, 21-110.1).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax upon all the taxable property of the district at the value as equalized or assessed by the Department of Revenue for the purposes of professional surveys, alterations, and reconstruction for fire prevention, safety, energy conservation, disabled accessibility, school security, and specified repair purposes upon meeting certain statutory conditions (Section 17-2.11 of the School Code).

The school board of any school district may levy a tax upon all the taxable property within the district for tort immunity purposes in a sum sufficient to pay the costs of purchasing such insurance or sufficient to pay any tort judgment, settlement, or insurance imposed upon it under the Local Government and Governmental Employees Tort Immunity Act including liabilities under the Workers' Compensation Act, Occupational Diseases Act, or the Unemployment Insurance Act 745 ILCS 10/9-107 and Section 17-2.5 of the School Code).

The school board of any school district may levy, with voter approval, a tax upon the full, fair cash value as equalized or assessed by the Department of Revenue within the district for capital improvement purposes (which levy is in addition to that for building purposes) and such funds are to be levied, accumulated, and spent only in accordance with Section 17-2.3 of the School Code.

The school board of any school district having a population of less than 500,000 inhabitants, by proper resolution, may levy an annual tax upon the full, fair cash value as equalized or assessed by the Department of Revenue for special education purposes including the purposes authorized by Section 10-22.31b and Section 17-2.2a of the School Code.

The school board of any school district having a population of less than 500,000 inhabitants, with voter approval, may levy a tax annually, for summer school purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2.1 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may, by proper resolution, levy an annual tax upon the value as equalized or assessed by the Department of Revenue for a period of not more than five years for area vocational education building purposes including the purposes authorized by Section 10-22.31b of the School Code, upon the condition that there are not sufficient funds available in the operations and maintenance fund of the district to pay the cost thereof. Such tax shall not be levied without the prior approval of the State Superintendent of Education and prior approval by a majority of the electors voting upon the proposition at a general or special election (Section 17-2.4 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy an annual tax not to exceed 0.05% upon the taxable property, as equalized or assessed by the Department of Revenue, for the purposes of leasing educational facilities or computer technology or both, and for temporary relocation expense (Section 17-2.2c of the School Code).

The school board of any school district, upon determining that a surplus of funds is available, shall adopt a resolution or ordinance reducing the tax levy of such district for the year for which the resolution or ordinance is adopted. The district shall certify the action to the county clerk who shall abate the levy in accordance with the provision of the ordinance (35 ILCS 200/18-20).

The Truth in Taxation Law affects all units of local government, school districts, and community colleges, including home rule units, who are authorized to levy property taxes. For the requirements of the law, refer to 35 ILCS 200/18-55 et seq.

# PTELL

- Property Tax Extension Limitation Law or 'tax cap'
- Limits the increase in the tax extension to the lesser of CPI or 5%

# EAV

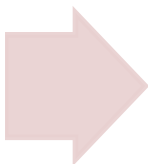
- Equalized Assessed Valuation
- Product of the assessed value
- Approximately 1/3 of market value

# LEVY

- How much a taxing body requests
- Often higher than the amount allowed under PTELL in order to capture all new property

# Extension

- The total amount a taxing body receives
- Calculated by increasing last years' extension by CPI or 5% (whichever is lower)



The goal of this recommended levy is to get all allowable revenue under the tax cap (PTELL).



If you do not levy to get the maximum, you have lost that increase over the previous extension **forever**.

# Basic Property Tax Operating Fund

## Limiting Rate Calculation

- The amount of property taxes extended to a district each year is essentially determined by the PTELL limiting rate calculation.
- PTELL limits the combined operating fund levies to the prior year's tax extension (what the district received last year) plus current CPI or 5%, whichever is less

$$\text{Limiting Rate} = \frac{\text{Previous Year's Tax Extension} * (100\% + \text{CPI}\%)}{2020 \text{ EAV} - \text{New Construction}}$$

*Note:* New Construction includes both new structures and improvements to existing property that trigger an assessment increase.

This formula establishes the maximum our district can receive under PTELL

# Major Factors Impacting a Tax Bill

- **Operating Funds Extension**
  - PTELL (Property Tax Extension Limitation Law) 1994
  - CPI (Consumer Price Index)
  - EAV (Equalized Assessed Valuation)
  - Tax Rate
  - New Property
  
- **Debt Service Extension**
  - Amount (Bond Issuance)
  - Not Subject to PTELL

$$\text{Limiting Rate} = \frac{\text{Previous Year's Tax Extension} * (100\% + \text{CPI}\%)}{2020 \text{ EAV} - \text{New Construction}}$$

## Calculate the PTELL Inflation Factor (Numerator)

The aggregate tax extension is determined by multiplying last year's extension by CPI or 5% - whichever is lower. Assume the CPI is 2.3%

<b>Prior Yr Extension</b>	x	<b>CPI Incr</b>	=	<b>Current Yr Maximum</b>
\$21,237,252	x	102.3%	=	\$21,725,709

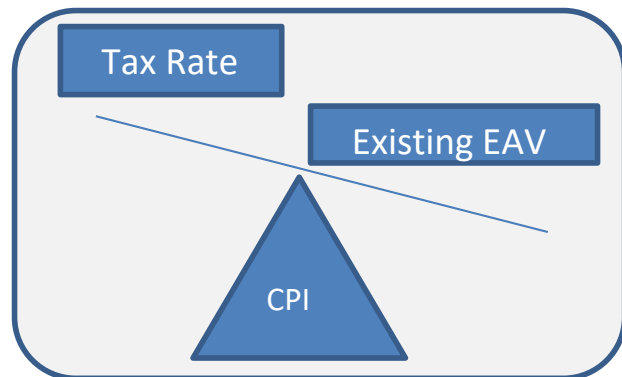
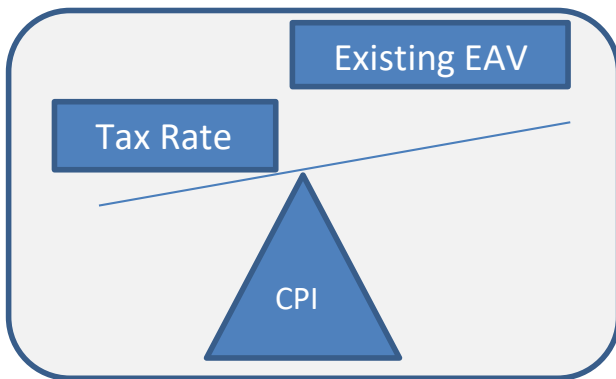
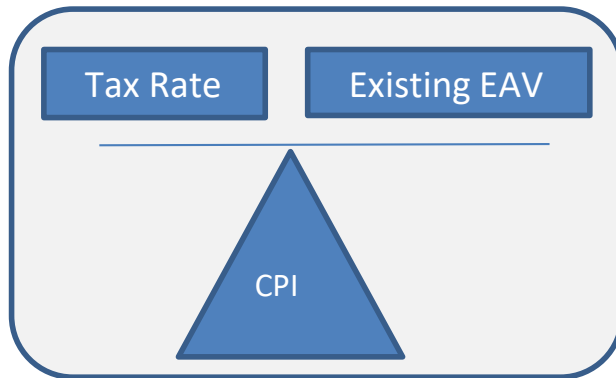
## Adjust for Property Value Changes (Denominator)

The 2020 extension is then divided by the current equalized assessed value (EAV) less new property to arrive at the tax rate necessary to fulfill the PTELL limited levy request.

<b>Current Yr Maximum</b>	÷	<b>Current EAV less New Construction</b>	=	<b>Max PTELL Tax Rate</b>
\$21,725,709	÷	\$407,650,939 - \$2,168,267	=	5.3580%

## Operating Tax Rate & EAV

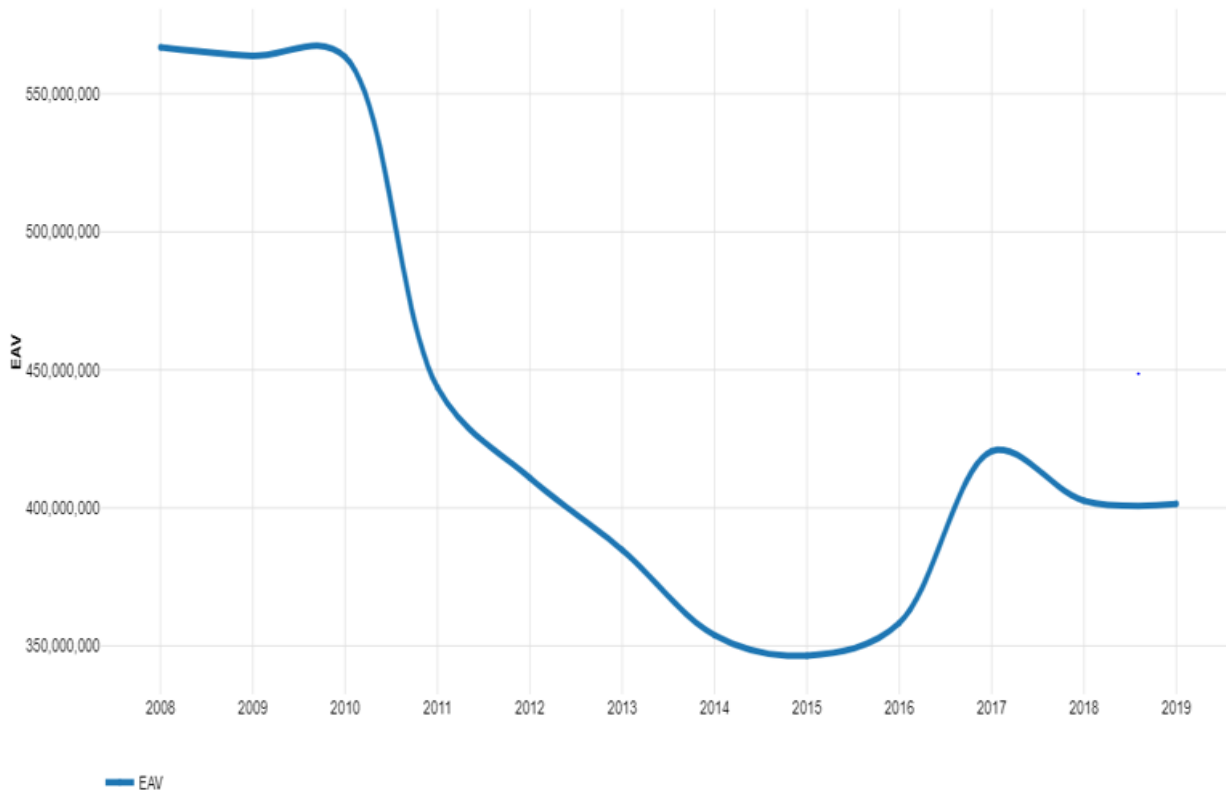
If EAV is constant from year to year, the change in the actual tax amount would reflect only the change in CPI. However, if EAV goes up from one year to the next, the tax rate would go down per \$100 taxed as there is now more property value. Conversely, if there is less property value to tax (an EAV decline) the rate it has to be taxed to collect the same amount has to be increased.



A basic algebra problem - as one variable decreases, the other must increase to reach locked in amount.

$$\text{Limiting Rate} = \frac{\text{Previous Year's Tax Extension} * (100\% + \text{CPI}\%)}{2020 \text{ EAV} - \text{New Construction}}$$

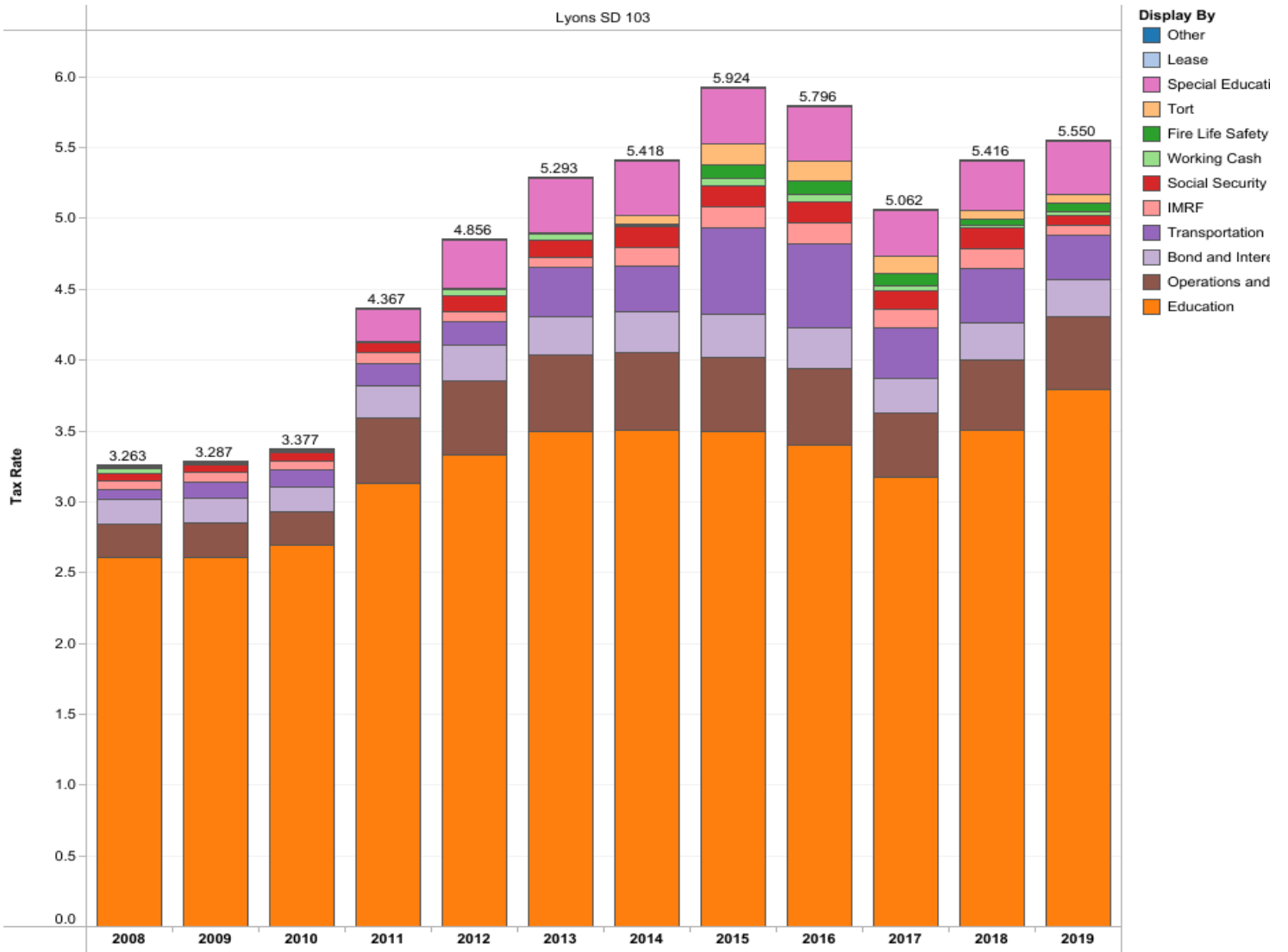
## EAV Trends



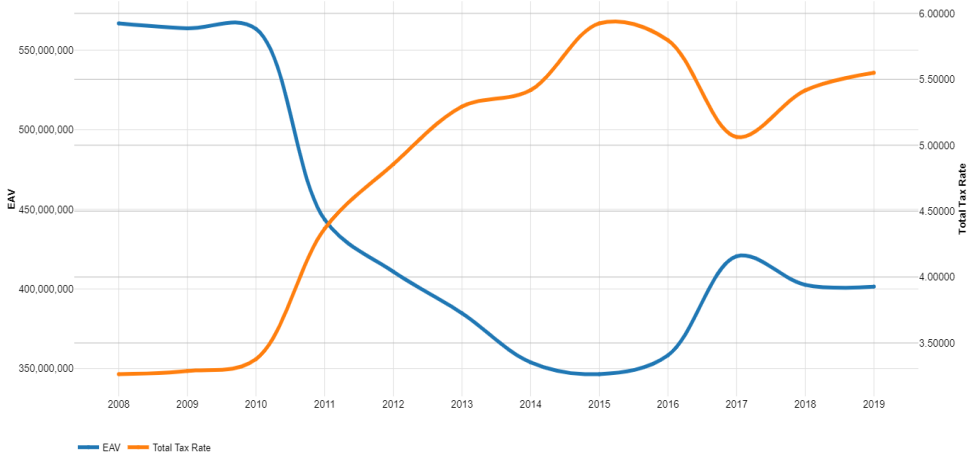
## Tax Rates

Source: ISBE General State Aid data

Lyons SD 103



Tax Rate and EAV Trends



Year	EAV	Tax Rate
2008	\$566,826,893.00	3.26
2009	\$563,761,766.00	3.29
2010	\$563,361,086.00	3.38
2011	\$443,558,004.00	4.37
2012	\$410,828,352.00	4.86
2013	\$384,757,208.00	5.29
2014	\$353,858,065.00	5.42
2015	\$346,450,010.00	5.92
2016	\$358,308,140.00	5.8
2017	\$420,545,441.00	5.06
2018	\$402,574,021.00	5.42
2019	\$401,467,992.00	5.55

# Levy Considerations

- While the levy request is roughly 4.9% higher than last year, the **final extension** will only increase by the legal amount of CPI (Section 18-185 of PTELL)  
Note: Combined Residential, Commercial and Industrial taxes will increase an average of 2.3%
- A truth-in-Taxation hearing is not required since the levy request increase is less than 5% of the 2020 extension but we are holding a levy hearing for fiscal transparency.
- Total aggregate extension may go up about six tenths of a percent more than the CPI of 2.3% while the debt service remains flat
- The Levy is our best estimate of what can potentially be captured in property tax revenue
- Most factors are known except property tax base fluctuations such as EAV and new construction
- Assuming the full anticipated levy amount will be extended, the increase over last year can be disaggregated as \$488,457 attributable to the CPI increase plus any gains due to added EAV.

## Lyons Elementary School District 103 2020 Tentative Tax Levy

Estimated EAV	405,482,672
Prior Year EAV	402,574,021
Amount Inc (Decr)	\$2,908,651
% Increase (Decrease)	0.72%
New Construction	\$2,168,267
<b>Total Current EAV</b>	<b>\$407,650,939</b>

Cap rate (CPI)	2.3%
2020 Levy year Extension excl bonds	\$21,237,252
Limited rate (calculated)	5.358

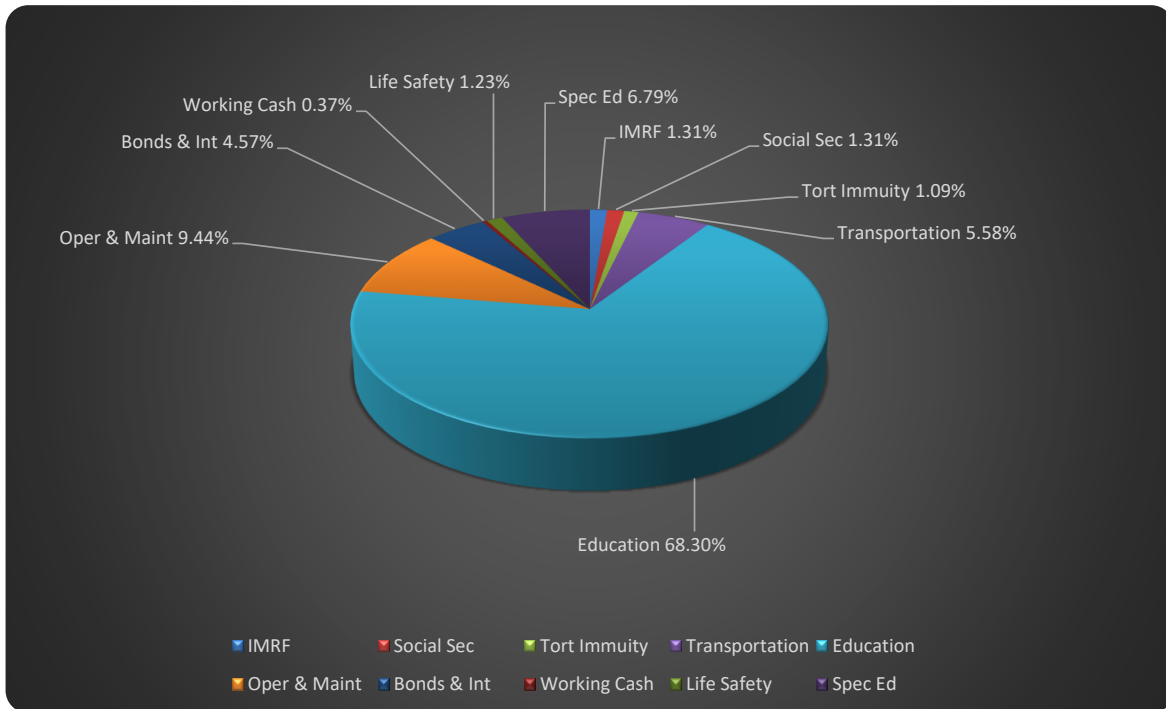
Fund Name	Prior Year Extension	Prior Year Calculating Rate	Individual Fund Rate Limit	Tentative Rate	Requested 2020 Levy	Percent of Levy	Estimated after PTELL
IMRF	\$292,670	0.073	0.000	0.074	\$ 301,500	1.31%	\$ 292,179
Social Sec	\$292,670	0.073	0.000	0.074	\$ 301,500	1.31%	\$ 292,179
Tort Immuity	\$243,691	0.061	0.000	0.077	\$ 313,515	1.09%	\$ 303,823
Transportation	\$1,242,944	0.309	0.000	0.315	\$ 1,285,000	5.58%	\$ 1,245,274
Education	\$15,208,410	3.778	0.000	3.909	\$ 15,934,000	68.30%	\$ 15,469,402
Oper & Maint	\$2,090,042	0.519	0.550	0.550	\$ 2,242,081	9.44%	\$ 2,177,048
Bonds & Int	\$1,043,175	0.259	0.000	0.256	\$ 1,043,175	4.57%	\$ 1,043,175
Working Cash	\$82,702	0.021	0.050	0.021	\$ 85,250	0.37%	\$ 82,615
Life Safety	\$272,998	0.068	0.100	0.069	\$ 280,000	1.23%	\$ 271,344
Spec Ed	\$1,511,125	0.375	0.400	0.381	\$ 1,555,000	6.79%	\$ 1,506,927
<b>Totals - Debt Service (Capped)</b>	<b>\$21,237,252</b>	<b>5.275</b>	<b>1.000</b>	<b>5.470</b>	<b>\$ 22,297,846</b>	<b>95.53%</b>	<b>\$ 21,640,791</b>
<b>Total Debt Service (Not Capped)</b>	<b>\$1,043,175</b>	<b>0.259</b>	<b>0.000</b>	<b>0.256</b>	<b>\$ 1,043,175</b>	<b>4.47%</b>	<b>\$ 1,043,175</b>
<b>Totals (All)</b>	<b>\$22,280,427</b>	<b>5.534</b>	<b>1.000</b>	<b>5.726</b>	<b>\$ 23,341,021</b>	<b>100%</b>	<b>\$ 22,683,966</b>

Actual 2019 Rate

5.534

Estimated 2020 Rate

5.726



2020 LEVY CALCULATION PAGE

Original Assumptions

Legend

Consumer Price Index	2.30%
Actual Total EAV for 2019	\$401,467,992

District Assumptions & Data E
Calculated Values
Review Needed

Limiting Rate: 
$$\frac{\text{Prior Year Extension} \times (1 + \text{Lesser of } 5\% \text{ or CPI})}{\text{Total EAV} - \text{New Property}}$$

Estimated Existing EAV % change for 2020	1.00%
Estimated Existing EAV Value for 2020	\$405,482,672

Limiting Rate	5.3580
Estimated Capped Extension	\$21,841,884.26

Estimated New Property for 2020	\$2,168,267
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Estimated Total EAV for 2020	\$407,650,939	<i>Includes New Property</i>
Estimated Total EAV % change for 2020	1.54%	<i>Includes New Property</i>

	Prior Year Extension	Statutory Maximum Tax Rate	Individual Fund Estimated Maximum Extension using Prior Year EAV	Weighted Extension Based on Prior Year Extension	Levy Amount \$	Levy Increase %	Final Levy Amount	Does Levy An Estimated Exten
Educational	\$15,208,410.00	0.00	\$0.00	\$15,641,398.94	\$15,934,000		\$15,934,000.00	
Operations & Maintenance	\$2,090,042.00	0.55	\$2,219,999.42	\$2,149,546.25	\$2,242,080		\$2,242,081.00	
Transportation	\$1,242,944.00	0.00	\$0.00	\$1,278,331.07	\$1,285,000		\$1,285,000.00	
Working Cash	\$82,702.00	0.05	\$201,818.13	\$85,056.56	\$85,250		\$85,250.00	
Municipal Retirement	\$292,670.00			\$301,002.42	\$301,500		\$301,500.00	
Social Security	\$292,670.00			\$301,002.42	\$301,500		\$301,500.00	
Fire Prevention & Safety *	\$272,998.00	0.10	\$403,636.26	\$280,770.35	\$280,000		\$280,000.00	
Tort Immunity	\$243,691.00			\$250,628.97	\$313,515		\$313,515.00	
Special Education	\$1,511,125.00	0.40	\$1,614,545.04	\$1,554,147.28	\$1,555,000		\$1,555,000.00	
Leasing	\$0.00	0.00	\$0.00	\$0.00	\$0		\$0.00	
	\$0.00	0.00	\$0.00	\$0.00	\$0		\$0.00	

Capped Extension	\$21,237,252.00	\$21,841,884.26	Capped Levy	\$22,297,846.00	4.99%	
			Levy Amount Above Estimated Extension	\$455,961.74		
SEDOL IMRF Extension	\$0.00	Estimated SEDOL IMRF Levy	\$0.00	SEDOL IMRF Levy	\$0.00	
		<i>(Lake County Only, Included in Truth in Taxation Calculation)</i>				
Bond & Interest Extension	\$1,043,175.00	Estimated Bond and Interest Levy	\$1,043,175.00	Bond & Int. Levy	\$1,043,175.00	0.00%
		<i>(County Clerk Levies Bond &amp; Interest for the District, Verify Records with County Clerk)</i>				
Total Extension	\$22,280,427.00		Total Levy	\$23,341,021.00	4.76%	

**RESOLUTION INSTRUCTING THE COOK COUNTY CLERK  
REGARDING REDUCTION OF EXTENSION TO MEET PTELL  
REQUIREMENTS FOR 2020 LEVY**

**WHEREAS**, 1-10 of the Property Tax Extension Limitation Law ("PTELL") provides that the Cook County Clerk shall extend a tax for the sum of a taxing district's funds that is not greater than the limiting rate; and

**WHEREAS**, PTELL 1-10 further provides that if the County Clerk is required to reduce the aggregate extension of a taxing district, the clerk shall proportionally reduce the extension for each fund unless otherwise requested by the taxing district; and

**WHEREAS**, the Board of Education of Lyons School District No. 103, County of Cook, State of Illinois (Hereinafter, "the Board") has adopted a levy for the year 2020 for taxes for the following purposes or funds of said district:

Illinois Municipal Retirement, Social Security,  
Transportation, Education, Life Safety, Tort Immunity,  
Operations and Maintenance, Working Cash, and  
Special Education; and

**WHEREAS**, the Board has determined that if the County Clerk must extend taxes in an amount that is less than the aggregate amount of the levy for 2020, such reduction shall not be proportionate in all funds but rather, shall be made as a hereinafter specified:

**NOW, THEREAFTER, BE IT RESOLVED** by the Board of Education of Lyons School District 103 County of Cook, State of Illinois, as follows:

**Section 1:** If the County Clerk of Cook County is prohibited by the Property Tax Extension Limitation Law from extending taxes for the full amount of the 2020 aggregate levy of School District No. 103, then in that event the levy for each of the district's funds **shall be reduced proportionally**

**Section 2:** the President and Secretary of the Board of Education are hereby authorized and directed to file the copy of this resolution with the County Clerk, in the event the levy for each of the district's funds shall be reduced proportionally

**Section 3:** This Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 15th day of December 2020

BOARD OF EDUCATION  
LYONS SCHOOL DISTRICT NO. 103  
COUNTY OF COOK, STATE OF ILLINOIS

BY: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

**RESOLUTION TO LEVY PROPERTY TAXES FOR 2019**

**WHEREAS**, the Board of Education Lyons School District 103 ("Board"), Cook Counties, Illinois, is authorized by Section 5/17-2(2) of the School Code [105 ILCS 5/17-2(2)] to levy, by proper resolution, a special tax for educational purposes;

**WHEREAS**, the Board authorized by Section 5/17-2(5) of the school code [105 ILCS 5/17-2(5)] to levy, by proper resolution, a special tax for operations and maintenance purposes;

**WHEREAS**, the Board is authorized by Section 5/17-2(5) of the School Code [105ILCS 5/17-2(5)] to levy, by proper resolution, a special tax for transportation purposes;

**WHEREAS**, the Board is authorized by Section 7-171(b) (2) of the Pension Act, as amended by Public Act 89-329 [40 ILCS 5/7-171 (b) (2)] effective August 17, 1995, to levy a tax in an amount reasonably calculated at the time of levy to provide for the school district contributions under Section 7-172 to the Illinois Municipal Retirement Fund;

**WHEREAS**, the Board is authorized by Section 5/21-110 of the Pension Code [10 ILCS 5/21-110] to levy by proper resolution, a special tax for social security purposes.

**WHEREAS**, the Board is authorized by Section 5/17-2.5 of the School Code [105 ILCS 5/17-2.5] to levy, by proper resolution, a special tax for tort immunity purposes;

**WHEREAS**, the board is authorized by Section 20-3 of the School Code [105 ILCS 5/20-3] to levy, by proper resolution, a special tax for working cash fund purposes;

**WHEREAS**, the Board is authorized by Section 5/17-2.2a of the School Code { 105 ILCS 5/17-2.2a] to levy, by proper resolution, a special tax for special education purposes; and

**WHEREAS**, the Board is authorized by Section 17-2.11 of the School Code [105 ILCS 5/17-2.11] to levy, by proper resolution, a special tax for fire prevention, safety, and energy conservation purposes.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of Lyons School District 103, Cook County, Illinois as follows:

**Section 1:** For the ensuing year, the County Clerk of Cook County, Illinois is hereby authorized and directed to extend, and thereby causes to be levied , the following special taxes on behalf of this school District:

- a) The sum of \$15,934,000 to be levied as a special tax for educational purposes;
- b) The sum of \$2,242,081 to be levied as a special tax for operations and maintenance purposes;
- c) The sum of \$1,285,000 to be levied as a special tax for transportation purposes;
- d) The sum of \$85,250 to be levied as a special tax for Working Cash purposes;
- e) The sum of \$301,500 to be levied as a special tax for Illinois Municipal Retirement Fund purposes;
- f) The sum of \$301,500 to be levied as a special tax for Social Security purposes;

- g) The sum of \$313,515 to be levied as a special tax for tort immunity purposes;
- h) The sum of \$1,555,000 to be levied as a special tax for Special Education Program purposes; and
- i) The sum of \$280,000 to be levied as a special tax for fire prevention and safety purposes;

**Section 2:** The amounts of money levied under Section 1, and as indicated on the Certificate of Tax Levy, attached to and made a part of this resolution shall be raised by special taxes for the various purposes as in the Certificate of Tax Levy indicated for the ensuing year.

**Section 3:** The President and Secretary are hereby authorized and directed to sign the Certificate and file or cause the same to be filed with the County Clerk of Cook County, Illinois, on or before the last Tuesday of December of 2020.

**Section 4:** This resolution shall be in full force and effect upon its adoption.

ADOPTED this 15th day of December 2020

BOARD OF EDUCATION  
LYONS SCHOOL DISTRICT NO. 103  
COUNTY OF COOK, STATE OF ILLINOIS

BY: \_\_\_\_\_  
Jorge Torres , President

ATTEST:

\_\_\_\_\_  
Vito Campanile , Secretary

STATE OF ILLINOIS     )  
                                  )  
COUNTY OF COOK     )

**CERTIFICATION**

I, Vito Campanile, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Lyons School District 103, Lyons, Cook County, Illinois, and as such I am the keeper of records of the Board of Education of said District

I further certify that the foregoing constitutes a full, true, and complete copy of the Resolution entitled "Resolution to Levy Property Taxes for 2020" and that said Resolution was duly passed and adopted at a lawfully convened and held meeting of the Board of Education of Lyons School District 103, held on December 15, 2020

IN WITNESS WHEREOF, I hereunto affix my signature at Lyons, Illinois this 15th day of December 2020

DATED: This 15th day of December 2020

By: \_\_\_\_\_  
Secretary Board of Education

**LYONS SCHOOL DISTRICT 103  
CERTIFICATE OF COMPLIANCE  
WITH THE ILLINOIS TRUTH IN TAXATION LAW  
35 ILCS 200/18-55 THROUGH 200/18-100**

I, Jorge Torres, the duly qualified and presiding officer of the Board of Education of Lyons School District 103, Cook County, Illinois, do hereby certify that the "Resolution to Levy Property Taxes for 2020", levying taxes for Lyons School district 103, attached hereto, was adopted in fully compliance with the provisions of 35 ILCS 200/18-60 through 200/18-85 of the "Truth in Taxation Law"

IN WITNESS THEREOF, I have placed my official signature at Lyons, Illinois this 15th day of December 2020

---

Jorge Torres  
President, Board of Education  
Lyons School District 103  
Cook County, Illinois

Original:    
 Amended:

**ILLINOIS STATE BOARD OF EDUCATION**  
 School Business and Support Services Division  
 217/785-8779

**CERTIFICATE OF TAX LEVY**

*A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.*

District Name Lyons Elementary School District	District Number 103	County Cook
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**Amount of Levy**

<b>Educational</b>	\$ 15,934,000	<b>Fire Prevention &amp; Safety *</b>	\$ 280,000
<b>Operations &amp; Maintenance</b>	\$ 2,242,081	<b>Tort Immunity</b>	\$ 313,515
<b>Transportation</b>	\$ 1,285,000	<b>Special Education</b>	\$ 1,555,000
<b>Working Cash</b>	\$ 85,250	<b>Leasing</b>	\$ 0
<b>Municipal Retirement</b>	\$ 301,500		\$ 0
<b>Social Security</b>	\$ 301,500	<b>Other</b>	\$ 0
		<b>Total Levy</b>	\$ 22,297,846

\* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

**See explanation on reverse side.**

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

**We hereby certify that we require:**

the sum of 15,934,000 dollars to be levied as a special tax for educational purposes; and  
 the sum of 2,242,081 dollars to be levied as a special tax for operations and maintenance purposes; and  
 the sum of 1,285,000 dollars to be levied as a special tax for transportation purposes; and  
 the sum of 85,250 dollars to be levied as a special tax for a working cash fund; and  
 the sum of 301,500 dollars to be levied as a special tax for municipal retirement purposes; and  
 the sum of 301,500 dollars to be levied as a special tax for social security purposes; and  
 the sum of 280,000 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and  
 the sum of 313,515 dollars to be levied as a special tax for tort immunity purposes; and  
 the sum of 1,555,000 dollars to be levied as a special tax for special education purposes; and  
 the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and  
 the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_; and  
 the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_  
 on the taxable property of our school district for the year 2020

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2020 . \_\_\_\_\_  
 (President)

\_\_\_\_\_  
 (Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

**Number of bond issues of said school district that have not been paid in full** 4 .

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 103 , Cook County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2020 was filed in the office of the County Clerk of this County on 2020 .

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2020 , is \$ \_\_\_\_\_ .

\_\_\_\_\_  
 (Signature of County Clerk)

\_\_\_\_\_  
 (Date)

22

\_\_\_\_\_  
 (County)

FOIA Report  
November – 2020

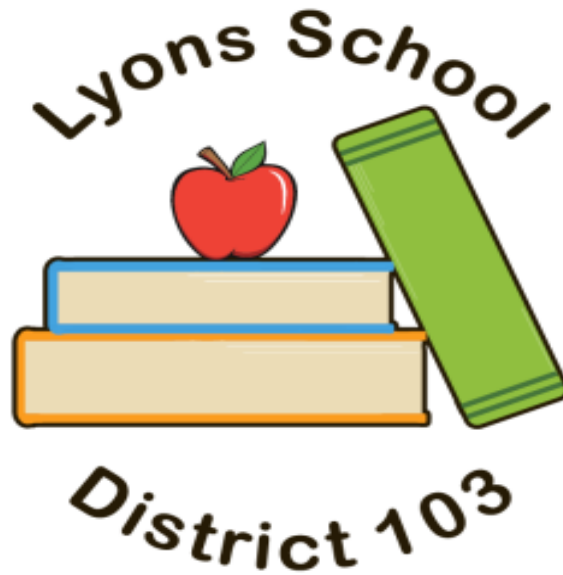
**November 10, 2020** – Thomas Sheehy, Former Employee – A request for copies under the Illinois Freedom of Information Act for the below:

“copies of any and all Public Sign-In sheets that would have been available to and for the Public to sign in, if they so desired signifying their attendance at your SCHOOL DISTRICT NO. 103 COMMITTEE MEETING on August 13, 2019, held at 7:00 p.m. in the GEORGE WASHINGTON MIDDLE SCHOOL CAFETERIA, LOCATED AT 8101 OGDEN AVE., LYONS, IL 60534. This would have been the meeting where **Superintendent Kristopher Rivera** was presiding as acting Board Secretary and taking the Meeting Minutes due to the absence of the Board Secretary herself.

I am requesting a copy of all of the sheets that would have been signed by the public attendees, wishing to signify their attendance; collected, stored and filed as part of the Committee Meeting identified above. If you have no executed meeting sign in sheets, as following normal school district procedure, would have been collected, filed and stored, pertaining to the meeting I have identified above, please signify that to me in writing as well.”

**November 5, 2020** – Joanne Schaeffer, Taxpayer – A request for copies under the Illinois Freedom of Information Act for the below:

“details of a legal bill submitted by Odelson & Sturk legal firm, for payment on the board’s agenda 10-27-2020, in the amount of \$54,509.50, 7-15-20 through 8-31-20 dates of service.”



*Working Together to Expand Student Opportunities*

Serving the communities of Brookfield, Forest View, Lyons,  
McCook and Stickney.

## **November YTD Financials**

### **Fiscal Year 2021**

**Presented to BOE**  
12/15/2020

**Lyons School District 103**  
**EDUCATION FUND**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Nov-20*

<b>REVENUES</b>	<b>Budget</b>	<b>%</b>	<b>Monthly</b>	<b>YTD</b>	<b>Percent</b>
	<b>FY2021</b>	<b>Of Total</b>	<b>November</b>	<b>as of</b>	<b>of Budget</b>
		<b>Revenue</b>		<b>11/30/2020</b>	<b>Realized</b>
Property Taxes	\$ 15,701,034	50.7%	\$ 3,549	\$ 7,449,025	47.4%
Corporate Per. Prop. Replacement Taxes	\$ 1,970,401	6.4%		\$ 725,755	36.8%
State Evidence Based Funding (EBF)	\$ 8,367,060	27.0%	\$ 851,550	\$ 3,406,200	40.7%
Categorical State Aid	\$ 833,737	2.7%		\$ 502,584	60.3%
State Early Childhood Block Grant	\$ 704,343	2.3%		\$ 258,737	36.7%
Federal Nutrition Program	\$ 871,807	2.8%	\$ 36,316	\$ 429,600	49.3%
Federal Title 1	\$ 834,679	2.7%		\$ 164,209	19.7%
Other Federal	\$ 1,355,944	4.4%	\$ 31,364	\$ 868,422	64.0%
Earnings on Investments	\$ 83,030	0.3%		\$ 27,755	33.4%
Food Service	\$ 67,546	0.2%		\$ 2,109	3.1%
Fees	\$ 31,902	0.1%		\$ 14,564	45.7%
Before School Care & Camps	\$ 123,108	0.4%		\$ -	0.0%
Other Revenue	\$ 3,500	0.0%	\$ -	\$ 6,949	198.5%
<b>Total Revenue</b>	<b>\$ 30,948,091</b>	<b>100.0%</b>	<b>\$ 922,779</b>	<b>\$ 13,855,909</b>	<b>44.8%</b>

<b>EXPENDITURES</b>	<b>Budget</b>	<b>%</b>	<b>Monthly</b>	<b>YTD</b>	<b>Percent</b>
	<b>FY2021</b>	<b>Of Total</b>	<b>November</b>	<b>as of</b>	<b>of Budget</b>
		<b>Expense</b>		<b>11/30/2020</b>	<b>Expended</b>
Salaries	\$ 18,033,536	58.8%	\$ 1,459,735	\$ 5,515,441	30.6%
Benefits	\$ 5,092,350	16.6%	\$ 558,353	\$ 1,567,619	30.8%
Purchased Services	\$ 3,716,447	12.1%	\$ 186,118	\$ 2,110,474	56.8%
Supplies	\$ 1,065,873	3.5%	\$ 16,795	\$ 434,955	40.8%
Capital Outlay	\$ 161,140	0.5%		\$ -	0.0%
Special Ed Tuition	\$ 2,532,048	8.3%	\$ 123,089	\$ 1,258,263	49.7%
Dues&Fees/Tuition/Contingency	\$ 82,840	0.3%	\$ -	\$ 64,213	77.5%
<b>Total Expenditures</b>	<b>30,684,234</b>	<b>100.0%</b>	<b>2,344,091</b>	<b>10,950,965</b>	<b>35.7%</b>

<b>Surplus/(Deficit)</b>	<b>263,857</b>		<b>(1,421,311)</b>	<b>2,904,944</b>	
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**Lyons School District 103  
OPERATIONS AND MAINTENANCE FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Nov-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 1,995,385	66.0%	\$ 280	\$ 930,471	46.6%
General State Aid	\$ 1,000,000	33.1%		\$ -	0.0%
Federal Aid	\$ -	0.0%		\$ -	0.0%
Earnings on Investments	\$ 26,729	0.9%		\$ 6,047	22.6%
Rentals	\$ -	0.0%		\$ -	0.0%
Maintenance Grant	\$ -	0.0%		\$ -	0.0%
Other Revenue Sources	\$ -	0.0%		\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 3,022,114</b>	<b>100.0%</b>	<b>\$ 280</b>	<b>\$ 936,518</b>	<b>31.0%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 1,009,035	29.7%	\$ 85,383	\$ 419,441	41.6%
Benefits	\$ 339,218	10.0%	\$ 22,409	\$ 111,970	33.0%
Purchased Services	\$ 1,190,202	35.0%	\$ 36,282	\$ 375,633	31.6%
Supplies	\$ 630,159	18.5%	\$ 16,875	\$ 244,667	38.8%
Capital Outlay	\$ 219,917	6.5%		\$ 78,332	35.6%
Dues&Fees/Contingency	\$ 9,836	0.3%	\$ (2,130)	\$ 22,666	230.4%
<b>Total Expenditures</b>	<b>\$ 3,398,367</b>	<b>100.0%</b>	<b>\$ 158,818</b>	<b>\$ 1,252,709</b>	<b>36.9%</b>

<b>Surplus/(Deficit)</b>	<b>(376,253)</b>		<b>\$ (158,537)</b>	<b>(316,191)</b>	
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**Lyons School District 103**  
**IMRF/SS/Medicare**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Nov-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 803,704	80.0%	\$ (1,679)	\$ 434,169	54.0%
Corp. Pers. Property Repl. Tax	\$ 180,000	17.9%		\$ -	0.0%
Earnings on Investments	\$ 21,285	2.1%		\$ 5,915	27.8%
Other Revenue	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 1,004,989</b>	<b>100.0%</b>	<b>\$ (1,679)</b>	<b>\$ 440,084</b>	<b>43.8%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Expended</b>
Benefits	\$ 999,297	100.0%	\$ 73,030	\$ 313,448	31.4%
Purchased Services	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 999,297</b>	<b>100.0%</b>	<b>\$ 73,030</b>	<b>\$ 313,448</b>	<b>31.4%</b>

<b>Surplus/(Deficit)</b>	<b>5,692</b>		<b>(74,708)</b>	<b>126,636</b>	
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**Lyons School District 103  
TORT  
Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Nov-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 235,569	96.0%	\$ (33)	\$ 107,911	45.8%
Earnings on Investments	\$ 9,920	4.0%		\$ 820	8.3%
Other Revenue	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 245,489</b>	<b>100.0%</b>	<b>\$ (33)</b>	<b>\$ 108,731</b>	<b>44.3%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 70,000	0.0%		\$ -	0.0%
Purchase Services	\$ 245,312	100.0%	\$ 124,380	\$ 278,877	113.7%
<b>Total Expenditures</b>	<b>\$ 315,312</b>	<b>100.0%</b>	<b>\$ 124,380</b>	<b>\$ 278,877</b>	<b>88.4%</b>

<b>Surplus/(Deficit)</b>	<b>(69,823)</b>		<b>(124,413)</b>	<b>(170,146)</b>	
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**Lyons School District 103  
TRANSPORTATION FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Nov-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 1,216,761	62.4%	\$ (859)	\$ 550,177	45.2%
Categorical State Aid	\$ 701,984	36.0%		\$ 472,299	67.3%
Earnings on Investments	\$ 30,866	1.6%		\$ 8,336	27.0%
Other Revenue	\$ -	0.0%		\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 1,949,611</b>	<b>100.0%</b>	<b>\$ (859)</b>	<b>\$ 1,030,812</b>	<b>52.9%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 31,322	1.6%		\$ 5,745	18.3%
Benefits	\$ 7,910	0.4%	\$ -	\$ -	0.0%
Purchased Services	\$ 1,896,290	98.0%	\$ 61,163	\$ 74,930	4.0%
Supplies	\$ -	0.0%		\$ -	0.0%
Capital Outlay	\$ -	0.0%		\$ -	0.0%
Dues&Fees/Contingency	\$ -	0.0%		\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 1,935,522</b>	<b>100.0%</b>	<b>\$ 61,163</b>	<b>\$ 80,675</b>	<b>4.2%</b>

<b>Surplus/(Deficit)</b>	<b>14,089</b>		<b>(62,022)</b>	<b>950,137</b>	
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**Lyons School District 103  
WORKING CASH FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Nov-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 114,850	86.9%	\$ 12	\$ 36,707	32.0%
Earnings on Investments	\$ 17,285	13.1%		\$ 4,809	27.8%
<b>Total Revenue</b>	<b>\$ 132,135</b>	<b>100.0%</b>	<b>\$ 12</b>	<b>\$ 41,516</b>	<b>31.4%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Expended</b>
Interfund Transfer	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

<b>Surplus/(Deficit)</b>	<b>132,135</b>		<b>12</b>	<b>41,516</b>	
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**Lyons School District 103**  
**Total Operating Funds**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Nov-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 20,067,303	53.8%	\$ 1,270	\$ 9,508,460	47.4%
Corporate Pers. Prop. Replacement Taxes	2,150,401	5.8%	\$ -	\$ 731,384	34.0%
General State Aid	9,367,060	25.1%	851,550	3,406,200	36.4%
Categorical State Aid	1,535,721	4.1%	-	974,883	63.5%
State Early Childhood Block Grant	704,343	1.9%	-	258,737	36.7%
Federal Nutrition Program	871,807	2.3%	36,316	429,600	49.3%
Federal Title 1	834,679	2.2%	-	164,209	19.7%
Other Federal	1,355,944	3.6%	31,364	868,422	64.0%
Earnings on Investments	189,115	0.5%	0	53,682	28.4%
Food Service	67,546	0.2%	-	2,109	3.1%
Fees	31,902	0.1%	-	14,564	45.7%
Before School Care, Camps	123,108	0.3%	-	-	0.0%
Rentals	-	0.0%	-	-	0.0%
Maintenance Grants	-	0.0%	-	-	0.0%
Other Revenue	3,500	0.0%	-	6,949	198.5%
<b>Total Revenue</b>	<b>\$ 37,302,429</b>	<b>100.0%</b>	<b>\$ 920,501</b>	<b>\$ 16,419,199</b>	<b>44.0%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 19,143,893	51.3%	\$ 1,545,118	\$ 5,940,627	31.0%
Benefits	5,439,478	14.6%	580,762	1,679,589	30.9%
IMRF/FICA/SS/Medicare	999,297	2.7%	73,030	313,448	31.4%
Purchased Services	7,048,251	18.9%	407,943	2,839,914	40.3%
Supplies	1,696,032	4.5%	33,670	679,622	40.1%
Capital Outlay	381,057	1.0%	-	78,332	20.6%
Special Ed Tuition	2,532,048	6.8%	123,089	1,258,263	49.7%
Dues&Fees/Contingency	92,676	0.2%	(2,130)	86,879	93.7%
<b>Total Expenditures</b>	<b>\$ 37,332,732</b>	<b>100.0%</b>	<b>\$ 2,761,481</b>	<b>\$ 12,876,674</b>	<b>34.5%</b>

<b>Surplus/(Deficit)</b>	<b>\$ (30,303)</b>		<b>\$ (1,840,980)</b>	<b>\$ 3,542,525</b>
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**Lyons School District 103  
DEBT SERVICE FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Nov-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 981,699	99.1%	\$ 12	\$ 466,825	47.6%
Earnings on Investments	\$ 9,274	0.9%		\$ 3,702	39.9%
<b>Total Revenue</b>	<b>\$ 990,973</b>	<b>100.0%</b>	<b>\$ 12</b>	<b>\$ 470,527</b>	<b>47.5%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Expended</b>
Debt Service	\$ 1,043,175	100.0%		\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 1,043,175</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

<b>Surplus/(Deficit)</b>	<b>(52,202)</b>		<b>12</b>	<b>470,527</b>	
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**Lyons School District 103  
CAPITAL PROJECTS FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Nov-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Realized</b>
Earnings on Investments	\$ 5	100.0%	\$ -	\$ 6	120.0%
<b>Total Revenue</b>	<b>\$ 5</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ 6</b>	<b>120.0%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Expended</b>
Capital Outlay	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

<b>Surplus/(Deficit)</b>	<b>5</b>		<b>-</b>	<b>6</b>	
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**Lyons School District 103  
LIFE SAFETY FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Nov-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 206,051	76.9%	\$ 345	\$ 126,676	61.5%
Earnings on Investments	\$ 11,862	4.4%		\$ 3,765	31.7%
Other Revenue	\$ 50,000	18.7%		\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 267,913</b>	<b>81.3%</b>	<b>\$ 345</b>	<b>\$ 130,441</b>	<b>48.7%</b>
<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Expended</b>
Purchased Services	\$ 159,740	100.0%	\$ -	\$ 97,279	60.9%
<b>Total Expenditures</b>	<b>\$ 159,740</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ 97,279</b>	<b>60.9%</b>
<b>Surplus/(Deficit)</b>	<b>108,173</b>		<b>345</b>	<b>33,162</b>	

**Lyons School District 103**  
**Total All Funds**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*30-Nov-20*

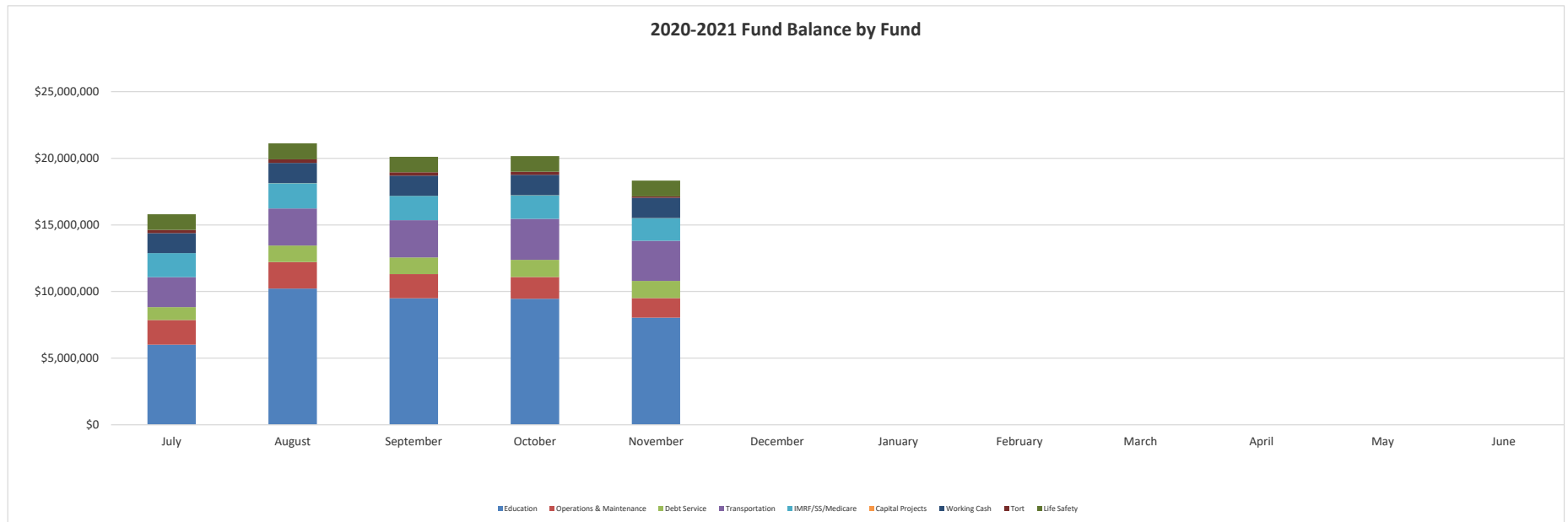
<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 21,255,058	55.1%	\$ 1,628	\$ 10,101,961	47.5%
Corporate Pers. Prop. Replacement Taxes	2,150,401	5.6%	\$ -	725,755	33.7%
General State Aid	9,367,060	24.3%	851,550	3,406,200	36.4%
Categorical State Aid	1,535,721	4.0%	-	974,883	63.5%
State Early Childhood Block Grant	704,343	1.8%	-	258,737	36.7%
Federal Nutrition Program	871,807	2.3%	36,316	429,600	49.3%
Federal Title 1	834,679	2.2%	-	164,209	19.7%
Other Federal	1,355,944	3.5%	31,364	868,422	64.0%
Earnings on Investments	210,251	0.5%	-	61,149	29.1%
Food Service	67,546	0.2%	-	2,109	3.1%
Fees	31,902	0.1%	-	14,564	45.7%
Before School Care, Camps	123,108	0.3%	-	-	0.0%
Rentals	-	0.0%	-	-	0.0%
Maintenance Grants	-	0.0%	-	-	0.0%
Other Revenue	53,500	0.1%	-	6,949	13.0%
<b>Total Revenue</b>	<b>\$ 38,561,320</b>	<b>100.0%</b>	<b>\$ 920,859</b>	<b>\$ 17,014,538</b>	<b>44.1%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly November</b>	<b>Actual as of 11/30/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 19,143,893	49.7%	\$ 1,545,118	\$ 5,940,627	31.0%
Benefits	5,439,478	14.1%	580,762	1,679,589	30.9%
IMRF/FICA/SS/Medicare Fund	999,297	2.6%	73,030	313,448	31.4%
Debt Service Fund	1,043,175	2.7%	-	-	0.0%
Life Safety Fund	159,740	0.4%	-	97,279	60.9%
Purchased Services	7,048,251	18.3%	407,943	2,839,914	40.3%
Supplies	1,696,032	4.4%	33,670	679,622	40.1%
Capital Outlay	381,057	1.0%	-	78,332	20.6%
Special Ed Tuition	2,532,048	6.6%	123,089	1,258,263	49.7%
Dues&Fees/Contingency	92,676	0.2%	(2,130)	86,879	93.7%
<b>Total Expenditures</b>	<b>\$ 38,535,647</b>	<b>100.0%</b>	<b>\$ 2,761,481</b>	<b>\$ 12,973,953</b>	<b>33.7%</b>

<b>Surplus/(Deficit)</b>	<b>\$ 25,673</b>		<b>\$ (1,840,622)</b>	<b>\$ 4,040,585</b>	
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**Lyons Elementary School District 103**  
**Fiscal Year 2020-2021 Fund Balance**  
 Source: Lyons Elementary School District 103 Monthly Reports

Fiscal Year 2020-2021												
Fund	July	August	September	October	November	December	January	February	March	April	May	June
Education	\$ 6,015,153.39	\$ 10,228,559.96	\$ 9,496,466.19	\$ 9,461,611.39	\$ 8,040,299.96							
Operations & Maintenance	1,841,036.12	1,990,330.91	1,813,871.19	1,623,378.55	1,462,710.68							
Debt Service	982,057.69	1,237,599.00	1,249,929.62	1,295,221.42	1,295,233.86							
Transportation	2,240,054.53	2,779,066.21	2,792,445.15	3,073,900.75	3,011,878.47							
IMRF/SS/Medicare	1,809,065.98	1,902,493.62	1,834,310.02	1,781,670.81	1,706,962.33							
Capital Projects	447.00	447.00	447.00	448.41	448.41							
Working Cash	1,488,478.82	1,508,684.76	1,509,664.91	1,517,760.99	1,517,773.39							
Tort	243,833.69	275,028.65	249,570.75	231,768.34	107,355.57							
Life Safety	1,171,422.41	1,190,206.46	1,166,147.39	1,180,902.89	1,181,148.07							
<b>Total</b>	<b>\$ 15,791,549.63</b>	<b>\$ 21,112,416.57</b>	<b>\$ 20,112,852.22</b>	<b>\$ 20,166,663.55</b>	<b>\$ 18,323,810.74</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF EDUCATION  
LYONS ELEMENTARY SCHOOL DISTRICT 103  
George Washington Middle School, Room 130  
8101 Ogden Avenue, Lyons, Il 60534 at 6:00 P.M.  
Tuesday, November 24, 2020

**I. Call to Order**

The special meeting of the Board of Education was called to order at 6:04 p.m. by President Jorge Torres.

**II. Roll Call**

Members Physically Present: Sharon Anderson  
Vito Campanile  
Olivia Quintero  
Winifred Rodriguez  
Jorge Torres

Absent: Marge Hubacek  
Shannon Johnson

**III. Public Comment**

None

**IV. Closed Session**

Vito Campanile moved seconded by Olivia Quintero to go into Closed Executive Session at 6:08 p.m. to conduct the Superintendent’s evaluation pursuant to the Section 2(c)(1) of the Open Meetings Act, 5 ILCS 120/2(c)(1).

Upon Roll Call

Ayes: Sharon Anderson  
Vito Campanile  
Olivia Quintero  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Marge Hubacek  
Shannon Johnson

Motion carried

**V. Return to Open Session**

Olivia Quintero moved seconded by Vito Campanile to return to open session at 7:00 p.m.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Olivia Quintero Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Marge Hubacek Shannon Johnson

Motion carried

**VI. Adjournment**

Vito Campanile moved seconded by Olivia Quintero to adjourn at 7:01 p.m.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Olivia Quintero Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Marge Hubacek Shannon Johnson

Motion carried

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Vito Campanile, Secretary

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Jorge Torres, President

MINUTES OF THE REGULAR MEETING  
 OF THE BOARD OF EDUCATION  
 LYONS ELEMENTARY SCHOOL DISTRICT 103  
 George Washington Middle School, Room 130  
 8101 Ogden Avenue, Lyons, Il 60534 at 7:00 P.M.  
 Tuesday, November 24, 2020

**I. Call to Order**

The regular meeting of the Board of Education was called to order at 7:02 p.m. by President Jorge Torres.

**II. Roll Call**

Members Physically Present:	Sharon Anderson Vito Campanile Marge Hubacek (Remote) Olivia Quintero Winifred Rodriguez Jorge Torres
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Absent:	Shannon Johnson
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**III. Reading of Communications**

FOIA Report

Board President Torres stated there are no communications other than the FOIA report which is included in the packet for the public to view.

**IV. Superintendent's Report**

Superintendent Rivera recognized and thanked Board Member Quintero for donating meals to needy families by utilizing the parent liaison to be the connected individual to get these meals to the families.

Superintendent Rivera informed the Board of the current Covid numbers and shared the following percentages by zip code: Lyons – 25%; Stickney/Forest View – 16%; Brookfield – 12%; and, LaGrange/McCook - 7.9%. He stated he does a matrix every Friday. Superintendent Rivera stated that the amount of cases of Covid that he has been handling has declined and that the option to work from home as helped. Superintendent Rivera thanked the custodians for helping to keep everyone safe.

## V. Public Comment

Joanne Schaeffer, Taxpayer, wished the Board Happy Holidays. She inquired as to any Board discussion regarding withdrawing from the TTO and the legal bills for the Healy case. Ms. Schaeffer commented on being happy that the kids are e-learning but that the thrill is gone. She commented that the kids miss interacting with their teachers and that the staff is doing an excellent job. Ms. Schaeffer thanked the Board for having the kids e-learn and protecting them from Covid. She commented on the bills being 2.5 million dollars this month and that there are no bills from the legal firm. Ms. Schaeffer commented that Robinson is listed as a Brookfield school on the bill list. Ms. Schaeffer inquired as to the qualifications of the pre-school director

## VI. Year-to-Date Financials

Board President Torres stated the financials are attached to the agenda for the public to view.

Superintendent Rivera stated there were questions regarding last month's bills being high and informed the Board that last month's bills included the following: LADSE - \$944,000; BCBS - \$426,000; Call One - \$19,700 (invoices dated back to June, 2020 due to the vender invoices being sent to wrong email address); Temperature Devices - \$37,000 (used grant funds); Village of Lyons Paving Project - \$45,100; Odelson & Sterk - \$54,000 (for IT Breach and regular district legal services); Direct Energy \$25,353.85; Kelly Services - \$53,569; Illinois Counties Risk Management - \$28,313.01 (workers comp and property liability); and Payroll - \$1.6million. Superintendent Rivera stated there is nothing out of the ordinary and that the bills just happened all at the same time.

## VII. Consent Agenda

Marge Hubacek moved seconded by Sharon Anderson to approve the Consent Agenda after Board Member Hubacek removed Items D (Skyward Confidentiality and Non-Disclosure Agreement) and E (Intergovernmental Agreement Between West 40 and Lyons School District 103 for 2020-2021 to be voted on after the Consent Agenda.

Upon Roll Call:

Ayes:

Sharon Anderson  
Vito Campanile  
Marge Hubacek  
Olivia Quintero  
Winifred Rodriguez  
Jorge Torres

Nays:

None

Absent: Shannon Johnson

Motion carried

- A. Approval of Minutes
  - 1. Regular Minutes of October 27, 2020
- B. Authorize Payment of Monthly Bills for November, 2020
  - 1. Board Bills November, 2020
  - 2. Activity Funds November, 2020
- C. Approval of Employment
  - 1. Support Personnel
    - a. Monica Salinas, Lincoln, Parent Liaison, \$15.00/hr, 11/30/2020
    - b. Michelle Valle, Lincoln, Building Secretary, \$11.81/hr, 11/30/2020
  - 2. Leave of Personnel
    - a. Danielle Berger, Life Skills Teacher, GWMS, 8/24/20-1/4/21  
(previously approved for (first day of) FY2020-2021-11/16/20)
    - b. Cheryl Anderson, GWMS, Speech Pathologist, 10/26/2020-TDB  
(intermittent)
    - c. Maggie Matchinis, Lincoln, 12/18/20-4/5/21

**Approval of Skyward Confidentiality and Non-Disclosure Agreement**

Olivia Quintero moved seconded by Vito Campanile to approve the Skyward Confidentiality and Non-Disclosure Agreement.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Olivia Quintero Winifred Rodriguez Jorge Torres
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Nays:	None
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Absent:	Shannon Johnson
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Motion carried

### **Approval of Intergovernmental Agreement Between West 40 and Lyons School District 103 for 2020-2021**

Olivia Quintero moved seconded by Vito Campanile to approve the Intergovernmental Agreement between West 40 and Lyons School District 103 for 2020-2021.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Olivia Quintero Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Shannon Johnson

Motion carried

### **VIII. Board Reports**

Board President Torres stated there are policies on the agenda for a first reading that will go for a second reading at the December 15, 2020 board meeting. He stated if the Board has any questions on the policies to please reach out to the Superintendent.

### **IX. Action Items**

#### **Approval of Truth-in-Taxation Hearing on the 2020 Tax Levy**

Olivia Quintero moved seconded by Vito Campanile to approve that the Administration be directed to execute the following actions in accordance with current Illinois Truth-In-Taxation guidelines:

1. Schedule a Public Hearing on the 2020 School District 103 Tax Levy Request at the beginning of the Regular Board Meeting on December 15, 2020 at 7:00 p.m.;
2. Direct the Administration to make a copy of the 2020 Estimated Tax Levy to be available for public inspection in the Administrative Offices at 4100 Joliet Avenue, Lyons, Illinois no less than 20 days prior to said Public Hearing; and
3. To cause a Notice of Public Hearing on the 2020 Levy to be published in a local paper no more than 14 days nor less than 7 days prior to the commencement of the public hearing in the proper Truth-In-Taxation format.

Upon Roll Call:

Ayes: Sharon Anderson  
Vito Campanile  
Marge Hubacek  
Olivia Quintero  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Shannon Johnson

Motion carried

**Approval of Performance Goals for Superintendent’s Employment Agreement**

Vito Campanile moved seconded by Olivia Quintero to approve the Performance Goals for Superintendent’s Employment Agreement.

Olivia Quintero then moved seconded by Vito Campanile to withdraw the motion to approve the Performance Goals for Superintendent’s Employment Agreement.

**Approval to Remove from the Table the Approval of the Superintendent’s Employment Agreement**

Olivia Quintero moved seconded by Vito Campanile to approve to remove from the table the approval of the Superintendent’s Employment Agreement.

Upon Roll Call:

Ayes: Sharon Anderson  
Vito Campanile  
Marge Hubacek  
Olivia Quintero  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Shannon Johnson

Motion carried

**Approval of Performance Goals for Superintendent’s Employment Agreement**

Vito Campanile moved seconded by Olivia Quintero to approve the Performance Goals for the Superintendent’s Employment Agreement.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Olivia Quintero Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Shannon Johnson

Motion carried

**Approval of Director of Early Childhood Education, Beatriz Lappay, \$95,000.00 (to be prorated) for FY 2020-2021**

Vito Campanile moved seconded by Olivia Quintero to approve the employment contract for Beatriz Lappay, Director of Early Childhood Education, in the amount of \$95,000 (to be prorated) for FY2020-2021.

Upon Roll Call:

Ayes:	Vito Campanile Olivia Quintero Winifred Rodriguez Jorge Torres
Nays:	Sharon Anderson Marge Hubacek
Absent:	Shannon Johnson

Motion carried

**IX. Adjournment**

Vito Campanile moved seconded by Olivia Quintero to adjourn at 7:41 p.m.

Upon Roll Call:

Ayes: Sharon Anderson  
Vito Campanile  
Marge Hubacek  
Olivia Quintero  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Shannon Johnson

Motion carried

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Vito Campanile, Secretary

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Jorge Torres, President

To Ken Getty, Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on December 15, 2020  
 Checks for the amount shown are hereby requested:

PAYEE	DATE PAID	AMOUNT
Net Salaries	11/01/20-11/15/20	\$ 568,302.27
Bank One	Soc. Sec. & Medicare Employees' Portion 11/01/20-11/15/20	\$ 24,014.67
Bank One	Soc. Sec. & Medicare Employer's Portion 11/01/20-11/15/20	\$ 24,014.67
Bank One	Federal Withholding Employees' Portion 11/01/20-11/15/20	\$ 69,986.90
NuMark Credit Union	Credit Union Deductions 11/01/20-11/15/20	\$ 7,695.76
Illinois Department of Revenue	State Withholding 11/01/20-11/15/20	\$ 34,615.15
Illinois Municipal Retirement Fund	Employees' Portion 11/01/20-11/15/20	\$ 9,647.83
Illinois Municipal Retirement Fund	Employer's Portion 11/01/20-11/15/20	\$ 20,733.11
Teachers' Retirement System State of Illinois	TRS EMPLOYEE PAID 11/01/20-11/15/20 Employee 9%	\$ 55,964.92
Teachers' Retirement System State of Illinois	THIS Board Paid 0.92% "THIS" 11/01/20-11/15/20	\$ 6,493.39
Teachers' Retirement System State of Illinois	THIS Employee Paid 1.24% Health "THIS" 11/01/20-11/15/20	\$ 6,876.55
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On & 11/01/20-11/15/20	\$ 3,854.00
West Suburban Teachers' Unions #571	Teacher Union Dues 11/01/20-11/15/20	\$ 10,934.63
AXA VALIC	Tax Shelter Annuity 11/01/20-11/15/20	\$ 375.00

AXA Equitable Life	Tax Shelter Annuity 11/01/20-11/15/20	\$	10,999.32
AXA Equitable Life 457(b)	Tax Shelter Annuity 11/01/20-11/15/20	\$	1,091.67
First Investors Group	Tax Shelter Annuity 11/01/20-11/15/20	\$	100.00
Great American Financial Resources	Tax Shelter Annuity 11/01/20-11/15/20	\$	880.00
Lincoln Investment Planning	Tax Shelter Annuity 11/01/20-11/15/20	\$	1,206.25
Waddell & Reed, Inc.	Tax Shelter Annuity 11/01/20-11/15/20	\$	75.00
AXA Equitable Life - Roth	11/01/20-11/15/20	\$	2,263.00
SEIU Local 73 COPE	11/01/20-11/15/20	\$	38.00
Service Employees International Union Local 73	Aides Union Dues 11/01/20-11/15/20	\$	981.26
Teachers' Health Insurance Security State of Illinois	Retiree Insurance August, 2020	\$	2,103.75
First American Bank H S A	Employee Deduction Board Contribution	\$ \$	2,498.34 -
State Disbursement Unit	11/01/20-11/15/20 Child Support	\$	372.50
CoreSource - Flex Unreimbursed	11/01/20-11/15/20	\$	442.50
Net Salaries	11/16/20-11/30/20	\$	524,252.48
Bank One	Soc. Sec. & Medicare / Federal Employees'/Employer's Portion 11/16/20-11/30/20	\$	107,009.61
Bank One	Soc. Sec. & Medicare Employer's Portion 11/16/20-11/30/20	\$	-
Bank One	Federal Withholding Employees' Portion 11/16/20-11/30/20	\$	-
NuMark Credit Union	Credit Union Deductions 11/16/20-11/30/20	\$	7,695.76

Illinois Department of Revenue	State Withholding 11/16/20-11/30/20	\$	32,225.27
Illinois Municipal Retirement Fund	Employees' Portion 11/16/20-11/30/20	\$	7,823.70
Illinois Municipal Retirement Fund	Employer's Portion 11/16/20-11/30/20	\$	16,248.60
Teachers' Retirement System State of Illinois	TRS Employees' Paid 11/16/20-11/30/20 9.00%	\$	61,536.80
Teachers' Retirement System State of Illinois	THIS Board Paid Health "THIS" 11/16/20-11/30/20	\$	6,745.41
Teachers' Retirement System State of Illinois	TRS Employee Paid 1/2 of 1% Health "THIS" 11/16/20-11/30/20	\$	6,890.74
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 %  11/16/20-11/30/20	\$	-
West Suburban Teachers' Union #571	Teacher Union Dues 11/16/20-11/30/20	\$	11,085.80
AXA VALIC	Tax Shelter Annuity 11/16/20-11/30/20	\$	375.00
AXA Equitable Life	Tax Shelter Annuity 11/16/20-11/30/20	\$	14,611.82
AXA Equitable Life (457(b))	Tax Shelter Annuity 11/16/20-11/30/20	\$	1,091.67
First Investors Corp.	Tax Shelter Annuity 11/16/20-11/30/20	\$	100.00
Great American Financial Resources	Tax Shelter Annuity 11/16/20-11/30/20	\$	880.00
Lincoln Investment Planning	Tax Shelter Annuity 11/16/20-11/30/20	\$	1,366.25
Waddell & Reed, Inc.	Tax Shelter Annuity 11/16/20-11/30/20	\$	75.00
Guardian Vision	Employees' / Employer's Portion 11/16/20-11/30/20	\$	478.98
SEIU Local 73 COPE	11/16/20-11/30/20	\$	38.00

Service Employees International Union Local 73	Union Dues Aides 11/16/20-11/30/20	\$	1,409.02
First American Bank H S A	Employee Deduction Board Contribution	\$ \$	- -
State Disbursement Unit	11/16/20-11/30/20	\$	879.50
CoreSource - Flex Unreimbursed	11/16/20-11/30/20	\$	800.56
Inland Bank & Trust	Employee Deduction	\$	29.17
Dennis Krubl	Medicare Supplement October, 2020	\$	180.00

PAYEE	DATE PAID	AMOUNT
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\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

*Ana Lij de Souza*  
Prepared by

*[Signature]*  
Business Manager

\_\_\_\_\_  
Superintendent

	Salaries/Benefits	\$	1,670,589.58
	Special voucher requests	\$	-
Pages 1 - 14 - AP	\$	773,902.85	
<b>Total Bill List Paid in Month</b>		\$	<b>2,444,492.43</b>

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
91051	ACCONTEMPS	12/10/2020	56700085	W/E - 11/20/20	0	2,207.63	5,622.10
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,207.63	
			56742642	W/E - 11/27/20	0	1,383.45	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		1,383.45	
			56779799	W/E - 12/4/20	0	2,031.02	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,031.02	
91052	AMAZON CAPITAL SERVICES	12/10/2020	1CC9-7XG3-CD7W	Room humidifiers	5002100011	299.70	973.10
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		299.70	
			1F1T-JTNN-CMXD	PLOW FLAGS	7012100041	97.98	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		97.98	
			1FH4-WVPR-WL9C	Supplies for Pre K Program ORDER # 113-2883104-713141 7 ORDER # 113-8836400-247945 4	3002100020	575.42	
10E000	1205 4110 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		262.75	
10E000	1225 4110 00 000000			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD - ECE - SPED/		312.67	
91053	AT&T	12/10/2020	7088Z99260111	BILLING PD - 10/17/20 - 11/16/20	0	63.55	63.55
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		63.55	
91054	AT&T	12/10/2020	8305018504	A/C#831-001-0417 263 ADI ACCESS CHARGE - NEW ACCOUNT - FIRST BILL	0	4,335.79	4,335.79
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		4,335.79	
91055	AT&T GLOBAL SERVICES	12/10/2020	SB195098	CONTRACT # - EB16162563 - COSTELLO BILLING PD - 12/6/20 - 1/5/2021	0	156.55	1,132.60
20E600	2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		156.55	
			SB195099	CONTRACT # - EB16162566 - HOME BILLING PD - 12/6/20 - 1/5/2021	0	117.35	
20E200	2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		117.35	

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			SB195100	CONTRACT # - EB16162568 - GWMS BILLING PD - 12/6/20 - 1/5/2021	0	378.09	
20E500	2540 3440 00 000000		OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			378.09	
			SB195101	CONTRACT # - EB16162575 - ROBINSON BILLING PD - 12/6/20 - 1/5/2021	0	156.55	
20E400	2540 3440 00 000000		OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			156.55	
			SB195102	CONTRACT # - EB16163292 - LINCOLN BILLING PD - 12/6/20 - 1/5/2021	0	156.55	
20E300	2540 3440 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			156.55	
			SB195103	CONTRACT # - EB16163295 - EDISON BILLING PD - 12/6/20 - 1/5/2021	0	167.51	
20E100	2540 3440 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			167.51	
91056	BAKER-TILLY,VIRCHOW,KRAUSE & C	12/10/2020	BT1719760	FY2020 FINANCIAL STMT AUDIT	0	3,000.00	3,000.00
10E000	2310 3170 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A			3,000.00	
91057	BLUE CROSS BLUE SHIELD OF IL	12/10/2020	01062010002-120120	STMT PERIOD - 11/1/20 - 11/30/20	0	376,913.06	376,913.06
10L000	4867 0000 00 000000		EDUCATION/DISTRICT OFFICE/BCBS PPO Flex/.			376,913.06	
91058	BYOPLANET INTERNATIONAL, LLC	12/10/2020	16347	Deep Clean Fogging Machine supplies	7012100045	90.00	90.00
20E300	2540 4100 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			90.00	
91059	CASE LOTS INC	12/10/2020	1684	KN95	7012100047	395.00	838.70
20E100	2540 4100 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			66.00	
20E200	2540 4100 00 000000		OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			66.00	
20E300	2540 4100 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			66.00	
20E400	2540 4100 00 000000		OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			66.00	
20E500	2540 4100 00 000000		OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			66.00	
20E600	2540 4100 00 000000		OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN			65.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			1685	LINCOLN	7012100042	443.70	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		443.70	
91060	CENTER FOR THE COLLABORATIVE C	12/10/2020	INV223927	SIPPS packages Intervention Beg. Ext. Chal. Plus	7032100027	17,316.00	17,316.00
10E000	1250 3100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH		17,316.00	
91061	CHICAGO OFFICE TECHNOLOGY GROU	12/10/2020	IN2551892	BILLING PD - 11/21/20-12/20/20 FINAL BILL	0	417.31	417.31
10E000	2663 3240 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		417.31	
91062	CITYMEDIA	12/10/2020	1041	SOCIAL MEDIA MGT/GRAPHIC DESIGN 0 NOV & DEC	0	4,000.00	4,000.00
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		4,000.00	
91063	CLARITY ENROLLMENT SOLUTIONS	12/10/2020	291	BENEFITS ADMIN & ENROOLMENT TECHNOLOGY	0	334.00	334.00
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		334.00	
91064	COMCAST CABLE	12/10/2020	0006742-112220	GWMS - SRVC FRM - 12/1/20 - 12/31/20	0	253.11	253.11
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		253.11	
91065	CONTINUED	12/10/2020	69064	9 Subscriptions to SpeechPathology.co m polirera@lyons103. org brownc@lyons103.or g malcolmk@lyons103. org wysockil@lyons103. org wics@lyons103.org needlemang@lyons10 3.org paliderk@lyons103. org cliffordk@lyons103 .org paloucek@lyons103. org	7022100024	801.00	801.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1201 4100 00 000000			EDUCATION/DISTRICT OFFICE/SEVERE/PROFOUND MENTALLY HAND		801.00	
91066	DATAKEEPER TECHNOLOGIES, LLC	12/10/2020	22702	PARENTS AS TEACHERS - 3-5 USERS	0	450.00	450.00
10E000	3000 3100 00 370501			EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/PROFESSION		450.00	
91067	DIRECT ENERGY SERVICES	12/10/2020	202660043383089	SRVC PD - 8/18/20 -9/16/20	0	30,484.63	50,909.94
20E100	2540 4660 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		2,829.77	
20E200	2540 4660 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		4,759.36	
20E300	2540 4660 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		3,904.83	
20E400	2540 4660 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		2,899.17	
20E500	2540 4660 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		10,619.85	
20E600	2540 4660 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		5,276.25	
20E000	2540 4660 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		195.40	
			203250043975404	SRVC PD - 10/16/20 - 11/16/20	0	20,425.31	
20E100	2540 4660 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		2,101.63	
20E200	2540 4660 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		2,619.11	
20E300	2540 4660 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		2,481.73	
20E400	2540 4660 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		2,447.54	
20E500	2540 4660 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		7,957.66	
20E600	2540 4660 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		2,698.93	
20E000	2540 4660 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		118.71	
91068	DOLBNIAK, BEATA M	12/10/2020	EXP REIMB-121020	FOOD HANDLER TRAINING CERTIFICATE - EXP REIMB	0	7.00	7.00
10E600	2560 3260 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/LICENSE REN		7.00	
91069	FIRST STUDENT HODGKINS	12/10/2020	11704527	DATE OF SRVC - NOV'20	0	2,404.54	2,404.54
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		2,404.54	
91070	FLEXIBLE BENEFITS SERVICE CORP	12/10/2020	264198664162	FSA - 8 EMPLOYEES	0	50.00	50.00
10E000	1110 2940 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		50.00	
91071	FREUND, ELIZABETH C	12/10/2020	TUITION REIMB-083020	TUITION REIMB - ESL ASSESSMENT - 3 CREDIT HOURS	0	344.00	344.00
10E200	1110 2300 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/TUITION REIMBURSEM		344.00	
91072	GALE/CENGAGE LEARNING	12/10/2020	72648821	ISBN 189624 ISBN 9780787649265 Pd: 3/5/2020 - 3/4/2021	7032100030	2,751.06	2,751.06

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000 1250 4130 00 430000				EDUCATION/DISTRICT OFFICE/TITLE I/TITLE I		2,751.06	
91073 GROOT, INC. A WASTE CONNECTION		12/10/2020	6357860	A/C#3098-359556	0	347.29	3,989.58
20E000 2540 3210 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		347.29	
			6360537	A/C#3098-354412	0	474.72	
20E200 2540 3210 00 000000				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		474.72	
			6360538	A/C#3098-232472	0	723.42	
20E100 2540 3210 00 000000				OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		723.42	
			6360539	A/C#3098-371263	0	498.44	
20E400 2540 3210 00 000000				OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		498.44	
			6360540	A/C# 3098-287893	0	610.87	
20E300 2540 3210 00 000000				OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		610.87	
			6360541	A/C#3098-364545	0	591.84	
20E600 2540 3210 00 000000				OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		591.84	
			6360542	A/C#3098-406023	0	743.00	
20E500 2540 3210 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		743.00	
91074 GUARDIAN - ALTERNATE FUNDED		12/10/2020	00469383-120220	INVOICE MONTH - 11/1/20 - 11/30/20	0	9,265.49	9,265.49
10L000 4865 0000 00 000000				EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		9,265.49	
91075 GUARDIAN -BILL ID 0001094522		12/10/2020	0001094522-112320	PERIOD END - NOV'20 BILL #0001094522	0	14,191.23	14,191.23
10E000 1110 2210 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY/INSTRUCTION LIFE I		8,470.44	
10L000 4865 0000 00 000000				EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		4,598.73	
20L000 4865 0000 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		906.78	
10L000 4990 0000 00 000000				EDUCATION/DISTRICT OFFICE/OTHER CURRENT LIABILITIES/.		215.28	
91076 HARLEM PLUMBING SUPPLY		12/10/2020	39456	GWMS	0	5.54	5.54
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		5.54	
91077 HAYES MECHANICAL		12/10/2020	459458	GWMS	0	725.00	6,312.00
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		725.00	
			466961	GWMS	0	591.00	
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		591.00	
			468730	GWMS	0	725.00	
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		725.00	
			471240	GWMS	0	323.00	
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		323.00	

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20E500	2540 3230 00 000000		471247	GWMS OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA	0	792.00	792.00
20E400	2540 3230 00 000000		471260	ROBINSON OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN	0	390.00	390.00
20E400	2540 3230 00 000000		471267	ROBINSON OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN	0	792.00	792.00
20E500	2540 3230 00 000000		471268	GWMS OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA	0	256.00	256.00
20E400	2540 3230 00 000000		471273	ROBINSON OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN	0	591.00	591.00
20E400	2540 3230 00 000000		471288	ROBINSON OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN	0	1,127.00	1,127.00
91078	HELPING HAND CENTER	12/10/2020	12658	GWMS - SCHOOL TUITION - NOV'20 - I.V.	0	6,307.56	6,307.56
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		6,307.56	
91079	HISPANIC FOOD COMMUNICATIONS,	12/10/2020	KM-111120	PARENTS AS TEACHERS - FACEBOOK COOKING CLASSES	0	1,000.00	1,000.00
10E000	2210 3100 00 370501			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		1,000.00	
91080	HOME DEPOT CREDIT SERVICES	12/10/2020	3448825-112020	LINCOLN/EDISON FENCE	0	422.13	422.13
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		154.16	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		154.15	
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		113.82	
91081	HOME DEPOT PRO	12/10/2020	587198318	SNOW MATERIALS	7012100040	857.50	857.50
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		142.92	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		142.92	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		142.92	
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		142.92	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		142.92	
20E600	2540 4100 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		142.90	
91082	IL COUNTIES RISK MGMT TRUST	12/10/2020	001000533-120120	PROP & LIAB and WORKER'S COMP	0	28,313.01	22,176.13
80E000	2362 3800 00 000000			TORT FUND/DISTRICT OFFICE/WORKERS COMP/INSURANCE		13,438.13	
80E000	2371 3800 00 000000			TORT FUND/DISTRICT OFFICE/PROP & LIAB INS/INSURANCE		14,874.88	
			RCB000000025038CM	WORKER'S COMP AUDIT PREMIUM	0	-6,136.88	

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				-POLICY# P2-1000533-1920-01 CREDIT MEMO			
80E000	2371 3800 00 000000			TORT FUND/DISTRICT OFFICE/PROF & LIAB INS/INSURANCE		-6,136.88	
91083	ILLCO	12/10/2020	2514337	ROBINSON	0	11.90	11.90
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		11.90	
91084	ILLINOIS ASSOC OF SCHOOL BOARD	12/10/2020	339399	REGISTRATION IASB VIRTUAL SUMMIT -S. ANDERSON	0	100.00	100.00
				W. RODRIGUEZ			
10E000	2310 6400 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/D		100.00	
91085	ILLINOIS STATE POLICE/BUREAU O	12/10/2020	IL016103S-083120	PERIOD - AUG'20	0	452.00	791.00
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		452.00	
				IL016103S-093020 PERIOD - SEP'20	0	339.00	
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		339.00	
91086	ISCORP	12/10/2020	0712107	STUDENT DATA BASE SUBSCRIPTION FEE - JAN'21	0	660.00	960.00
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		660.00	
				0712150 FINANCE DATA BASE	0	300.00	
				SUBSCRIPTION-JAN'2 1			
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		300.00	
91087	JOHNSON CONTROLS FIRE PROTECTI	12/10/2020	87275899	11/16/20 - replaced batteries in the region hall building	0	808.62	808.62
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		808.62	
91088	KELLY SERVICES, INC.	12/10/2020	336682	WEEK END - 9/27/20	0	12,495.50	35,197.11
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		12,495.50	
				359202 WEEK END -	0	8,484.21	
				11/15/20			
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		8,484.21	
				362238 WEEK END -	0	10,552.50	
				11/22/20			

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10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		10,552.50	
			365353	WEEK END - 11/29/20	0	3,664.90	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		3,664.90	
91089	MAXIM STAFFING SOLUTIONS	12/10/2020	2107220366	PERIOD END -11/14/20 - RUGGIO, A.	0	1,521.30	3,721.30
10E300	2130 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,521.30	
			2130370366	PERIOD END -11/21/20 - RUGGIO, A.	0	1,540.00	
10E300	2130 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,540.00	
			2164370366	PERIOD END - 11/28/20 - HAGGERTY, K.	0	660.00	
10E300	2130 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		660.00	
91090	MCBROGAN CONSULTING	12/10/2020	MCB-0024	PARENTS AS TEACHERS-SOCIAL MGT & TECH SUPPORT	0	2,700.00	2,700.00
10E000	2210 3100 00 370501			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		2,700.00	
91091	MCGRAW HILL - EDUCATION	12/10/2020	115596623001	Social Studies Magazines	1002100006	876.42	876.42
10E000	1110 4210 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		876.42	
91092	MIDWEST ENVIRONMENTAL CONSULTA	12/10/2020	20-897	AHERA 3 YEAR RE-INSPECTIONS (ASBESTOS SURVEY) FOR LYONS DISTRICT #103	7012100043	3,475.00	3,475.00
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,475.00	
91093	MOSA MACK SCIENCE, INC.	12/10/2020	2314	Annual Pro Licenses: Interactive Science Units	7032100035	4,025.00	4,025.00
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		4,025.00	
91094	NAPERVILLE PSYCHIATRIC VENTURE	12/10/2020	103-13	GWMS - TUTORING SRVCS - OCT'20 - L.N.	0	748.80	748.80
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		748.80	
91095	ODELSON & STERK, LTD.	12/10/2020	27707	PROF SRVC	0	18,566.85	68,984.35

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	2310 3180 00 000000			RENDERED THRU 3/31/20 EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		18,566.85	
			28675	PROF SRVC RENDERED THRU 7/31/20	0	14,888.75	
10E000	2310 3180 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		14,888.75	
			28800	PROF SRVC RENDERED THRU 8/31/20	0	21,983.75	
10E000	2310 3180 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		21,983.75	
			29327	PROF SRVC RENDERED THRU 10/31/20	0	13,545.00	
10E000	2310 3180 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		13,545.00	
91096	PARKLAND PREPARATORY ACADEMY S	12/10/2020	2094	ROBINSON-TUITION-N OV'20 - HS	0	2,635.35	2,635.35
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		2,635.35	
91097	PREFERRED MEAL SYSTEMS, INC.	12/10/2020	CDIM/1131223	DELIVERY DATES - 11/03/20 - 11/05/20	0	4,599.63	15,676.29
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		563.22	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		750.96	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		1,126.44	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		1,126.44	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		563.22	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		469.35	
			CDIM/1133212	DELIVERY DATES - 11/10/20 - 11/12/20	0	4,036.41	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		750.96	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		750.96	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		1,314.18	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		750.96	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		187.74	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		281.61	
			CDIM/1135379	DELIVERY DATES - 11/17/20 - 11/19/20	0	3,660.93	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		375.48	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		750.96	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		1,126.44	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		750.96	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		375.48	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		281.61	
			CDIM/1136577	DELIVERY DATES - 11/24/20 - 11/24/20	0	3,379.32	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		375.48	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		469.35	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		1,314.18	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		375.48	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		469.35	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		375.48	
91098	QUALITY NETWORK SOLUTIONS, INC	12/10/2020	50648	MONTHLY CONTRACT SERVICE	0	24,740.00	77,128.68
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		24,740.00	
			54117	FY2020 ERATE - UPGRADE OF NETWORK FIBER INFRASTRUCTURE HARDWARE & INSTALLATION	7042100012	52,388.68	
10E000	2663 3100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		52,388.68	
91099	QUINLAN & FABISH MUSIC CO	12/10/2020	12323554	Snare Sticks, Mallets, Drum batter heads	5002100017	183.77	1,001.07
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		183.77	
			12323879	Trombone, Tenor Sax, Trombone Repairs	5002100014	103.00	
10E500	1590 3230 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/R		103.00	
			12336040	Snare Sticks, Mallets, Drum batter heads	5002100017	27.95	
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		27.95	
			12336532	Trombone, Tenor Sax, Trombone Repairs	5002100014	198.00	
10E500	1590 3230 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/R		198.00	
			12336545	Trombone, Tenor Sax, Trombone Repairs	5002100014	103.00	
10E500	1590 3230 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/R		103.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			12338296	Snare Sticks, Mallets, Drum batter heads	5002100017	35.98	
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		35.98	
			12346051	Musician Books	5002100013	188.13	
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		188.13	
			12346051A	Musician Books	5002100012	116.37	
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		116.37	
			12355613	Musician Books	5002100013	17.92	
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		17.92	
			12355613A	Musician Books	5002100012	26.95	
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		26.95	
91100	SAM'S CLUB DIRECT	12/10/2020	437979636-112020	GRANT 3-5	0	1,182.31	1,182.31
10E000	1275 4100 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/SUPPLIE		1,217.24	
10E000	2520 4100 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/SUPPLIES		-34.93	
91101	SAVVAS LEARNING CO/PEARSON EDU	12/10/2020	4026258978	6th grade Science and 8th grade spanish Science	5002100015	773.10	773.10
10E500	1110 4200 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TEXTBOOKS		773.10	
91102	SCHINDLER ELEVATOR CORPORATION	12/10/2020	8105493179	GWMS - QTRLY BILL - 12/1/20 - 2/28/2021 MONITORING ELEVATOR	0	752.31	752.31
20E500	2540 3200 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		752.31	
91103	SCHOOL SPECIALTY	12/10/2020	208126557680	School Supplies/Labels, Files, Envelopes, 3-Hole Punch, Scissors	1002100008	10.62	387.48
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		10.62	
			208126566339	School Specialty order for white cardstock	6002100012	154.00	
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		154.00	
			308103678930	School Supplies/Labels, Files, Envelopes, 3-Hole Punch, Scissors	1002100008	222.86	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		222.86	
91104	SCOUT ELECTRIC SUPPLY CO.	12/10/2020	168781	ADMIN BLDG	0	13.95	13.95
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		13.95	
91105	SILVA, THERESA L	12/10/2020	EXP REIMB-120820	EXP REIMBURSEMENT FOR - 10/20/20 - 10/30/20	0	233.35	233.35
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		233.35	
91106	SKYLINE DKI	12/10/2020	SI-22372	INFECTION CONTROL	7012100044	2,956.55	2,956.55
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		2,956.55	
91107	SOARING EAGLE ACADEMY	12/10/2020	20640	ROBINSON - DEC'20 TUITION - P.J.	0	5,641.02	5,641.02
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		5,641.02	
91108	STRAUCH, CATHERINE	12/10/2020	TUITION REIMB-080620	TUITION REIMB - TESL 410 -3 CREDIT HOURS	0	525.00	525.00
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		525.00	
91109	UNIFIRST CORPORATION	12/10/2020	1330234	GWMS	0	561.52	1,138.48
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		561.52	
20E100	2540 4100 00 000000		1330235	EDISON	0	152.49	
20E200	2540 4100 00 000000		1331792	HOME	0	154.70	
20E300	2540 4100 00 000000		1331793	LINCOLN	0	269.77	
91110	UNIQUE PRODUCTS	12/10/2020	401173	see inv#401174	0	-875.00	1,164.00
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		-875.00	
20E000	2540 4100 00 000000		401174	see cm 401173	0	875.00	
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		875.00	
10E000	1205 7400 00 462000		401186	SPED-STANDING PARTITION - QUOTE #401186	7022100022	1,164.00	
91111	VERIZON WIRELESS	12/10/2020	9867678076	STMT PD - 11/24 - 12/23	0	1,470.88	1,470.88
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,470.88	
91112	VILLAGE OF LYONS WATER DEPARTM	12/10/2020	013293-113020	COSTELLO -	0	346.40	346.40

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				9/16/20 - 11/15/20			
20E600	2540 3700 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		346.40	
91113	VILLAGE OF STICKNEY WATER DEPT	12/10/2020	101878-111420	HOME - DATE OF SRVCD - 10/9/20 - 11/14/20	0	132.76	298.96
20E200	2540 3700 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		132.76	
			101884-1111420	EDISON - DATE OF SRVCD - 10/8/20 - 11/14/20	0	166.20	
20E100	2540 3700 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		166.20	
91114	VILLAGE OF BROOKFIELD	12/10/2020	400067-001-120720	LINCOLN-WATER-READ ING DATE - 10/31/20-11/30/20	0	64.15	64.15
20E300	2540 3700 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		64.15	
91115	VS PRINTING SERVICE	12/10/2020	18263	PBS Supplies/Honor Roll Posters	1002100012	580.00	580.00
10E100	1110 4110 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		580.00	
			65	Computer	Check(s) For a Total of		773,902.85

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	65	Computer	Checks For a Total of	773,902.85
Total For	65	Manual, Wire Tran, ACH & Computer Checks		773,902.85
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	773,902.85

# Document Status: Draft Update

## General Personnel

### 5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic violence, sexual violence, or gender violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, [410 ILCS 130/](#).

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [PRESSPlus1](#)

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

#### **Nondiscrimination Coordinator:**

Brian Towne  
4100 Joliet Ave., Lyons, IL 60534  
[towneb@sd103.com](mailto:towneb@sd103.com)  
708-783-4100

#### **Complaint Managers:**

Brian Towne	Colleen Bergren
4100 Joliet Ave., Lyons, IL 60534	4100 Joliet Ave., Lyons, IL 60534
<a href="mailto:towneb@sd103.com">towneb@sd103.com</a>	<a href="mailto:bergrenc@sd103.com">bergrenc@sd103.com</a>
708-783-4100	708-783-4100

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

#### Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising

openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; implemented by [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §701](#) *et seq.*, Rehabilitation Act of 1973.

[38 U.S.C. §4301](#) *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

[42 U.S.C. §1981](#) *et seq.*, Civil Rights Act of 1991.

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; implemented by [29 C.F.R. Part 1601](#).

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act of 2008.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.

[42 U.S.C. §2000e](#)(k), Pregnancy Discrimination Act.

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

[Ill. Constitution, Art. I](#), §§17, 18, and 19.

[105 ILCS 5/10-20.7](#), [5/20.7a](#), [5/21.1](#), [5/22.4](#), [5/23.5](#), [5/22-19](#), [5/24-4](#), [5/24-4.1](#), and [5/24-7](#).

[410 ILCS 130/40](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 513/25](#), Genetic Information Privacy Act.

[740 ILCS 174/](#), Ill. Whistleblower Act.

[775 ILCS 5/1-103](#), [5/2-102](#), [103](#), and [5/6-101](#), Ill. Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[820 ILCS 55/10](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 75/](#), Job Opportunities for Qualified Applicants Act.

[820 ILCS 112/](#), Ill. Equal Pay Act of 2003.

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response To Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

Adopted: January 28, 2020

PRESSPlus 1. Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question 1 in policy 2:260. **Issue 105, August 2020**

## Document Status: Draft Update

### General Personnel

#### 5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; 7:20, Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; and 7:185, Teen Dating Violence Prohibited.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

#### Sexual Harassment Prohibited [PRESSPlus1](#)

The ~~School~~ District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law. [PRESSPlus2](#)

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

#### Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

#### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [PRESSPlus3](#)

and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

#### **Nondiscrimination Coordinator:**

Mr. Brian Towne

4100 Joliet Ave., Lyons, IL 60534

[towneb@sd103.com](mailto:towneb@sd103.com)

708-783-4100

### Complaint Managers:

Mr. Brian Towne

4100 Joliet Ave., Lyons, IL 60534

[towneb@sd103.com](mailto:towneb@sd103.com)

708-783-4100

Ms. Colleen Bergren

4100 Joliet Ave., Lyons, IL 60534

[bergrenc@sd103.com](mailto:bergrenc@sd103.com)

708-783-4100

### Investigation Process

~~Supervisors, Building Principals, or administrators~~ Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. ~~The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.~~

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee <sup>PRESSPlus4</sup> shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, <sup>PRESSPlus5</sup> should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel <sup>PRESSPlus6</sup>

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

### Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e.g., vendor, parent, invitee, etc. Any person ~~employee~~ making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

#### LEGAL REF.:

Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#); implemented by [29 C.F.R. §1604.11](#).

Title IX of the Education Amendments of 1972, [20 U.S.C. §1681 et seq.](#); implemented by [34 C.F.R. Part 106](#).

State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#).

Ill. Human Rights Act, [775 ILCS 5/2-101\(E\)](#) and (E-1), [5/2-102\(A\)](#), (A-10), (D-5), [5/2-102\(E-5\)](#), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#).  
[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Burlington Industries v. Ellerth](#), 524 U.S. 742 (1998).

[Crawford v. Metro. Gov't of Nashville & Davidson County](#), 555 U.S. 271 (2009).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).

[Oncale v. Sundowner Offshore Services](#), 523 U.S. 75 (1998).

[Porter v. Erie Foods International, Inc.](#), 576 F.3d 629 (7th Cir. 2009).

[Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n](#), 233 Ill.2d 125 (Ill. 2009).

[Vance v. Ball State University](#), 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal ECROSS REF.: 2:260 (Uniform Grievance Procedure), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), [4:60 \(Purchases and Contracts\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:120 \(Employee Ethics: Conduct; and Conflict of Interest\)](#), 7:20 (Harassment of Students Prohibited), [8:30 \(Visitors to and Conduct on School Property\)](#)employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

Adopted: January 28, 2020

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#### PRESSPlus Comments

PRESSPlus 1. See policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, (Draft Update - New) for the definition of Title IX sexual harassment (20 U.S.C. §1681 *et seq.*), and see the Draft's PRESS Plus Comment 4 for examples of employee sexual harassment that may violate Title IX. Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the district's educational program or activity. This includes applicants for employment, students, parents/guardians, any employee, and third parties. Districts are liable for Title IX sexual harassment when *any* district employee has *actual knowledge* of sexual harassment or allegations of sexual harassment against anyone in the district (except when the only employee with knowledge is the perpetrator of the alleged sexual harassment). 34 C.F.R. §106.30. **Issue 105, August 2020**

PRESSPlus 2. For IDHR's online model program, see its *Model Sexual Harassment Prevention Training Program* page at: <https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx>. **Issue 105, August 2020**

to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question in policy 2:260. **Issue 105, August 2020**

PRESSPlus 4. "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used. **Issue 105, August 2020**

PRESSPlus 5. See also sample administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 105, August 2020**

PRESSPlus 6. Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. **Issue 105, August 2020**

## Document Status: Draft Update

### BOARD OF EDUCATION

#### 2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the [State](#) or federal [Constitution](#), State or federal statute, or Board policy, or have a complaint regarding any one of the following: [PRESSPlus1](#)

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101 et seq.](#)
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681 et seq.](#), [excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Sexual Harassment Grievance Procedure](#)
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791 et seq.](#)
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d et seq.](#)
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e et seq.](#)
6. Sexual harassment [prohibited by the](#) (State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#) [and Title IX of the Education Amendments of 1972](#)) [\(Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure\)](#)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information [prohibited by the](#) (Illinois Genetic Information Privacy Act ([GIPA](#)), [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act ([GINA](#)), [42 U.S.C. §2000ff et seq.](#)
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

#### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

#### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

#### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the

Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy ~~2:260, Uniform Grievance Procedure~~.

### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days ~~of~~ after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days ~~of~~ after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

### Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [Q1](#)

The Superintendent shall appoint at least one Complaint Manager to administer ~~the complaint process in~~ this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

### **Nondiscrimination Coordinator:**

4100 Joliet Ave., Lyons, IL 60534

[towneb@sd103.com](mailto:towneb@sd103.com)

708-783-4100

**Complaint Managers:**

Brian Towne

4100 Joliet Ave., Lyons, IL 60534

[towneb@sd103.com](mailto:towneb@sd103.com)

708-783-4100

Colleen Bergren

4100 Joliet Ave., Lyons, IL 60534

[bergrenc@sd103.com](mailto:bergrenc@sd103.com)

708-783-4100

LEGAL REF.:

Age Discrimination in Employment Act, [29 U.S.C. §621](#) *et seq.*

Americans With Disabilities Act, [42 U.S.C. §12101](#) *et seq.*

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e](#) *et seq.*

Equal Pay Act, [29 U.S.C. §206](#)(d).

Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff](#) *et seq.*

Immigration Reform and Control Act, [8 U.S.C. §1324a](#) *et seq.*

McKinney-Vento Homeless Assistance Act, [42 U.S.C. §11431](#) *et seq.*

Rehabilitation Act of 1973, [29 U.S.C. §791](#) *et seq.*

Title VI of the Civil Rights Act, [42 U.S.C. §2000d](#) *et seq.*

Title IX of the Education Amendments, [20 U.S.C. §1681](#) *et seq.*; [34 C.F.R. Part 106](#)

State Officials and Employees Ethics Act, [5 ILCS 430/70-5](#)(a).

[105 ILCS 5/2-3.8](#), [5/3-10](#), [5/10-20.7a](#), [5/10-20.60](#), [5/10-22.5](#), [5/22-19](#), [5/24-4](#), [5/27-1](#), [5/27-23.7](#), and [45/1-15](#).

Illinois Genetic Information Privacy Act, [410 ILCS 513](#).

Illinois Whistleblower Act, [740 ILCS 174](#).

Illinois Human Rights Act, [775 ILCS 5](#).

Victims' Economic Security and Safety Act, [820 ILCS 180](#), [56 Ill.Admin.Code Part 280](#).

Equal Pay Act of 2003, [820 ILCS 112](#).

Employee Credit Privacy Act, [820 ILCS 70](#).

[23 Ill.Admin.Code §§1.240](#) and [200.40](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), [5:90 \(Abused and Neglected Child Reporting\)](#), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), [7:185 \(Teen Dating Violence Prohibited\)](#), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Adopted: January 28, 2020

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**Questions and Answers:**

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\*\*\*Required Question 1. A district must prominently display its Title IX non-discrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) and contact information for its Title IX coordinator(s) on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).

Title IX regulations require districts to designate and authorize at least one employee to coordinate efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. Does the District's Nondiscrimination Coordinator also serve as the Title IX Coordinator?

- The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. (default)
  - The Nondiscrimination Coordinator does not serve as the District's Title IX Coordinator. (IASB will list the District's Title IX Coordinator separately in policies 2:260, 5:10, 5:20, 7:20, and 7:180 and make any other necessary changes to these policies.) The District's Title IX Coordinator's name, office address, email address, and telephone number are:
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### **PRESSPlus Comments**

PRESSPlus 1. The items listed are updated for continuous improvement and to explicitly direct any sexual harassment complaints involving Title IX to **NEW** policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. **Issue 105, August 2020**

# Document Status: Draft Update - New

## 2:265 Title IX Sexual Harassment Grievance Procedure

### *New/Unpublished Section*

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106)<sup>PRESSPlus1</sup> concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.<sup>PRESSPlus2</sup>

### Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:<sup>PRESSPlus3</sup>

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;<sup>PRESSPlus4</sup> or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).<sup>PRESSPlus5</sup>

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

### Definitions from 34 C.F.R. §106.30

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Education program or activity* includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.<sup>PRESSPlus6</sup>

### Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal,<sup>Q1</sup> Dean of Students,<sup>Q2</sup> or a Complaint Manager.<sup>PRESSPlus7</sup>
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.<sup>PRESSPlus8</sup>

## Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. [PRESSPlus9](#) A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator. [PRESSPlus10](#)

### **Title IX Coordinator:**

Name

Address

Email

Telephone

## Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*. [PRESSPlus11](#)

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. [PRESSPlus12](#) For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; [PRESSPlus13](#) 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

## Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation. [PRESSPlus14](#)

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. [PRESSPlus15](#) The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
  - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.

4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on [Q3](#) issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard. [Q4](#)
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. [PRESSPlus16](#)

### Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. [PRESSPlus17](#) Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law. [PRESSPlus18](#)

### Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*. [PRESSPlus19](#)

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct, and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

### **Questions and Answers:**

\*\*\*Required Question 1. Does the District employ Assistant Principals?

- Yes (default)
- No (IASB will remove Assistant Building Principal references from the policy)

\*\*\*Required Question 2. Does the District employ a Dean of Students?

- Yes (default)
- No (IASB will remove Dean of Students references from the policy)

\*\*\*Required Question 3. 34 C.F.R. §106.45(b)(1) lists the basic requirements for a grievance process. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney if the board wants the district to use a live hearing in its grievance process.**

Will the District use a live hearing during the grievance process?

- No (default)
- Yes (IASB will amend #5 by inserting the following after "receive training on": "any technology to be used at a live hearing and on")

\*\*\*Required Question 4. 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of evidence it will use to determine responsibility of the respondent. The standard of evidence selected must be applied "consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee." 85 Fed. Reg. 30373. This policy uses the *preponderance of the evidence* standard, not the *clear and convincing evidence* standard. *Preponderance of evidence* is a standard used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's LawDictionary, 11th ed. 2019*. *Preponderance of the evidence* is the standard used in sample policy 2:260, *Uniform Grievance Procedure*. *Clear and convincing* is a higher standard, requiring more than *preponderance of the evidence* but less than proof beyond a reasonable doubt. It means "evidence indicating that the thing to be proved is highly probable or reasonably certain." See *Black's LawDictionary, 11th ed. 2019*. **Consult the board attorney regarding the appropriate standard for the district, as well as implications if a different standard is used in this policy than in 2:260, Uniform Grievance Procedure.** Ensure the same standard of evidence is used in the district's implemented administrative procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

Which standard of proof has the Board adopted for policy 2:265?

- Preponderance of evidence (default)
- Clear and convincing evidence (IASB will replace "preponderance of" with "clear and convincing")

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## PRESSPlus Comments

PRESSPlus 1. The final Title IX regulations are eff. 8-14-20; however, their complexity and scope means that districts are unlikely to finalize policies until after the effective date. It is important for school officials to discuss Title IX requirements with their board attorneys, to ensure full implementation and to reduce risks based on Title IX's intersection with local and State laws and regulations. See the **PRESS** Issue 105 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for more information. **Issue 105, August 2020**

PRESSPlus 2. Title IX of the Education Amendments of 1972 (Title IX)(20 U.S.C. §1681 *et seq.*) requires this subject matter be covered by policy and controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion policy 2:260, *Uniform Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

For the sake of consistency and ease of administration, this policy addresses only Title IX sexual harassment grievances, except those contained in collective bargaining agreements. See the cross references for the policies referring to this Title IX sexual harassment grievance procedure policy.

A district must have at least one policy explicitly stating it does not discriminate on the basis of sex in its education programs or activities under Title IX and its implementation regulations (34 C.F.R. Part 106). 34 C.F.R. §106.8(b)(1). Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). Though all complaints of sexual harassment may not constitute sexual harassment under Title IX, Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the District's educational program or activity in the United States – including applicants for employment, students, parents/guardians, any employee, and third parties. **Issue 105, August 2020**

PRESSPlus 3. 34 C.F.R. §106.30. The definition of *sexual harassment* in the policy and in Title IX includes *unwelcome* conduct. Id. However, case law does not always distinguish between *welcome* and *unwelcome* conduct. See Mary M. v. North Lawrence Community Sch. Corp., 131 F.3d 1220 (7th Cir. 1997) (8th grade student did not need to show that a school employee's sexual advances were *unwelcome* in order to prove sexual harassment). **Issue 105, August 2020**

PRESSPlus 4. 34 C.F.R. §106.30. This behavior is commonly called *quid pro quo* sexual harassment. See 85 Fed. Reg. 30036, f/n 94. By using the term *individual*, Title IX regulations do not limit *quid pro quo* sexual harassment to situations where the provision of an aid, benefit or service by an employee is conditioned on a current *student's* participation in unwelcome sexual conduct. By way of example, *quid pro quo* Title IX sexual harassment involving an employee and an individual other than a current student may be implicated when: an employee tells a former student she can only get a letter of recommendation if she participates in unwelcome sexual conduct; an employee selects a volunteer for a coveted field trip chaperone position if he participates in unwelcome sexual conduct; or a supervisory employee subjects a subordinate employee to unwelcome sexual conduct in exchange for a promotion. **Issue 105, August 2020**

PRESSPlus 5. See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for these definitions and other definitions of italicized terms in this policy. **Issue 105, August 2020**

PRESSPlus 6. See sample administrative procedure 2:265-AP1, *Title IX Sexual Harassment Response*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for further discussion of supportive measures. **Issue 105, August 2020**

PRESSPlus 7. If the Board's policy 5:100, *Staff Development Program*, does not include the paragraphs listing trainings (from footnote 4 of sample policy 5:100), IASB will remove the phrase ~~pursuant to policy 5:100, Staff Development Program~~, and. **Issue 105, August 2020**

PRESSPlus 8. A district must prominently display its Title IX non-discrimination policies (policy 2:260, *Uniform Grievance Procedure*, and this policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) and contact information for its Title IX coordinator(s) on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 105, August 2020**

PRESSPlus 9. Using "or any employee with whom the Complainant is comfortable speaking" ensures Title IX compliance because Title IX deems "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment to have *actual knowledge*. Therefore, a report to any employee triggers a district's duty to respond. 34 C.F.R. §106.30. This policy contains an item upon which collective bargaining may be required. Any policy that impacts wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 105, August 2020**

PRESSPlus 10. Title IX regulations require districts to designate and authorize at least one employee to coordinate its efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. A district's nondiscrimination coordinator often also serves as its Title IX coordinator. See policy 2:260, *Uniform Grievance Procedure*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. **Issue 105, August 2020**

PRESSPlus 11. Required by 34 C.F.R. §106.44(a) and (b) regardless of whether a formal Title IX sexual harassment complaint is filed. **Issue 105, August 2020**

PRESSPlus 12. See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for a discussion of Title IX sexual harassment and non-Title IX sexual harassment. Consult the board attorney for further guidance. **Issue 105, August 2020**

PRESSPlus 13. See also sample administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 105, August 2020**

PRESSPlus 14. This policy gives Title IX coordinators the flexibility to appoint another qualified individual to conduct an investigation. This may be appropriate when the neutrality or efficacy of the Title IX coordinator is an issue, and/or where the district wishes to have the expertise that an in-house or outside attorney may afford to an investigation. Alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals) and the board attorney. If a complaint involves the superintendent or other district-level administrator, alternative appointments are often made in consultation with the board and the board attorney. **Issue 105, August 2020**

PRESSPlus 15. See sample administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 105, August 2020**

PRESSPlus 16. Examples of legally-recognized privileges include attorney-client privilege, doctor-patient privilege, and spousal privilege. See 85 Fed. Reg. 30277. **Issue 105, August 2020**

PRESSPlus 17. See policies 7:190, *Student Behavior*, and 7:230, *Misconduct by Students with Disabilities*. See also policies 7:200, *Suspension Procedures*, and 7:210, *Expulsion Procedures*, for due process requirements when student suspension or expulsion is recommended following a determination of responsibility for Title IX sexual harassment. **Issue 105, August 2020**

PRESSPlus 18. Examples of rights the district or parties may exercise ancillary to this Title IX sexual harassment grievance procedure include, but are not limited to: disciplinary processes for suspensions and expulsions of students under 105 ILCS 5/10-22.6; tenured teacher dismissal proceedings under 105 ILCS 5/24-12; any other pre-termination process required by an applicable collective bargaining agreement, employment policy or procedure, or employment contract; and student appeal of a sex equity grievance decision under 23 Ill. Admin. Code §200.40 (see policy 7:10, *Equal Educational Opportunities*). **Issue 105, August 2020**

PRESSPlus 19. Retaliation complaints must be processed under policy 2:260, *Uniform Grievance Procedure*, because they are covered under the district's grievance procedure for resolving non-sexual harassment Title IX complaints. See 34 C.F.R. §106.8(c). Title IX sexual harassment regulations state that "[c]omplaints alleging retaliation may be filed according to the grievance procedures for sex discrimination required to be adopted under §106.8(c)." 34 C.F.R. §106.71. **Issue 105, August 2020**

## Document Status: Draft Update

### General Personnel

#### 5:100 Staff Development Program

Please refer to the following current agreement:

#### **Contract Between the Board of Education Elementary School District 103 and Full-time Aides of the District 103 Unit of Local 73, Service Employees International Union AFL-CIO**

For employees not covered by this agreement:

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 8 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
  - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
  - b. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years (see policy 5:90, *Abused and Neglected Child Reporting*).
  - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program

directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.

9. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
10. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
11. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
12. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
13. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.
14. For all District staff, annual sexual harassment prevention training.
15. Title IX requirements for training as follows (see policy 2:265, Title IX Sexual Harassment Grievance Procedure):PRESSPlus1
  - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
  - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
  - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
  - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

#### LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), and 5/24-5.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 150/25, Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109, Ill. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Adopted: January 28, 2020

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### **PRESSPlus Comments**

PRESSPlus 1. Added in response to Title IX regulations at 34 C.F.R. Part 106. **Issue 105, August 2020**

## Document Status: Draft Update

### Professional Personnel

#### 5:220 Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2021, [PRESSPlus1](#) a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the appropriate Intermediate Service Center has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

#### Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

#### Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Intermediate Service Center within five business days after the employment of a substitute teacher in an emergency situation.

#### LEGAL REF.:

105 ILCS 5/10-20.687 (P.A. 100-596, final citation pending), [PRESSPlus2](#) 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License). CROSS REF.: 5:30 (Hiring Process and Criteria)

Adopted: July 10, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 40 ILCS 5/16-118, amended by P.A. 101-645, extending until June 30, 2021, the limit of 120 paid days or 600 paid hours that a TRS annuitant can work as substitute teacher in a school year. **Issue 105, August 2020**

PRESSPlus 2. The Legal References have been updated. **Issue 102, October 2019**

# Document Status: Draft Update

## Educational Support Personnel

### 5:330 Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

#### Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

#### Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Number of Days</u>
<u>From:</u>	<u>To:</u>	
Start date	6 Months	None
6 <sup>th</sup> Month	End of 1 <sup>st</sup> Year	5 Days
Beginning of 2 <sup>nd</sup> Year	End of 5 <sup>th</sup> Year	10 Days
Beginning of 6 <sup>th</sup> Year		One additional day per year (as of July 1 <sup>st</sup> ); 25 day maximum

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

#### Holidays

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

New Year's Day

Labor Day

Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	<u>2020 Election Day</u> <a href="#">PRESSPlus1</a>
	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with [105 ILCS 5/24-6.3](#).

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

LEGAL REF.:

[105 ILCS 5/10-20.7b](#), [5/24-2](#), and [5/24-6](#).

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

*School Dist. 151 v. ISBE*, 154 Ill.App.3d 375 (1st Dist. 1987); *Elder v. Sch. Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

Adopted: January 28, 2020

**PRESSPlus Comments**

PRESSPlus 1. Updated in response to *2020 Election Day* designated by 10 ILCS 5/2B-10, added by P.A. 101-642 and 105 ILCS 5/24-2 (e), amended by P.A. 101-642 now making 11-3-2020 as a legal school holiday for purposes of 105 ILCS 5/24. **Issue 105, August 2020**

## Document Status: Draft Update

### STUDENTS

#### 7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, [Q1](#) status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

#### Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the appropriate Intermediate Service Center (pursuant to [105 ILCS 5/3-10](#)) and, thereafter, to the State Superintendent of Education (pursuant to [105 ILCS 5/2-3.8](#)).

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, [who also serves as the District's Title IX Coordinator](#). [PRESSPlus1](#) The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and [related grievance procedures](#). [PRESSPlus2](#)

#### LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Education Amendments of 1972; [implemented by 34 C.F.R. Part 106](#).

[29 U.S.C. §791](#) et seq., Rehabilitation Act of 1973.

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act.

[Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

[Ill. Constitution, Art. I](#), §18.

[105 ILCS 5/3.25b](#), [5/3.25d\(b\)](#), [5/10-20.12](#), [5/10-20.60](#) (P.A.s 100-29 and 100-163, final citations pending), [5/10-22.5](#), and [5/27-1](#).

[775 ILCS 5/1-101](#) et seq., Illinois Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (Student Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), [7:185 \(Teen Dating Violence Prohibited\)](#), 7:250 (Student Support Services), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

[ADOPTED: February 26, 2018](#)

\*\*\*Required Question 1. Executive Order (EO) 2019-11, titled “Strengthening Our Commitment to Affirming and Inclusive Schools” established the Affirming and Inclusive Schools Task Force (Task Force) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures* at [www.isbe.net/supportallstudents](http://www.isbe.net/supportallstudents). The Ill. State Board of Education (ISBE) hosts these documents on its website.

Does the Board want to incorporate ISBE’s *Sample District Policy and Administrative Procedures* policy recommendation into this policy?

- No (default)
  - Yes (IASB will replace "gender identity" with "gender, gender identity (whether or not traditionally associated with the student’s sex assigned at birth), gender expression," add "or gender expression" to the first sentence under the Sex Equity subhead, and add the following sentence to that subhead: "Students shall be supported in a manner consistent with their gender identity. This will include, but not be limited to, use of restrooms, locker rooms, and other facilities that correspond with the student’s gender identity." In addition, the list of protected classifications in policy 7:20 will be amended to replace "gender identity" with "gender; gender identity (whether or not traditionally associated with the student’s sex assigned at birth);")
- 

### **PRESSPlus Comments**

PRESSPlus 1. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question in policy 2:260. **Issue 105, August 2020**

PRESSPlus 2. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). **Issue 105, August 2020**

# Document Status: Draft Update

## STUDENTS

### 7:20 Harassment of Students Prohibited

#### Bullying, Intimidation, and Harassment Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; PRESSPlus1 gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law Sexual harassment of students is prohibited. PRESSPlus2 See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

#### Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member employee with whom the student is comfortable speaking. PRESSPlus3 A student may choose to report to an employee person of the student's same sex/gender.

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy. Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. ~~At least one of these individuals will be female, and at least one will be male.~~ The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [PRESSPlus4](#)

#### **Nondiscrimination Coordinator:**

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#### **Complaint Managers:**

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The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

#### Investigation Process

~~Supervisors, Building Principals, or administrators~~ Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

~~The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.~~

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee [PRESSPlus5](#) shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

#### Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel [PRESSPlus6](#)

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure* any response required by this policy.

#### Enforcement

Any District employee who is determined, after an investigation, ~~to~~ have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have

engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action ~~up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.~~

### Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[105 ILCS 5/10-20.12](#), [10-22.5](#), [5/27-1](#), and [5/27-23.7](#).

[775 ILCS 5/1-101](#) et seq., Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

*West v. Derby Unified Sch. Dist. No. 260*, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: January 28, 2020

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### **PRESSPlus Comments**

PRESSPlus 1. Executive Order (EO) 2019-11, titled "Strengthening Our Commitment to Affirming and Inclusive Schools" established the Affirming and Inclusive Schools Task Force (Task Force) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures* at [www.isbe.net/supportallstudents](http://www.isbe.net/supportallstudents). The Ill. State Board of Education (ISBE) hosts these documents on its website.

If the Board would like to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendation into this policy, see the **PRESS Plus** Question 1 for policy 7:10, *Equal Educational Opportunities*. **Issue 105, August 2020**

PRESSPlus 2. Two laws apply to sexual harassment of students in Illinois. Title IX of the Education Amendments of 1972 (Title IX) and the IHRA prohibit discrimination on the basis of sex and sexual harassment in any educational program or activity receiving federal financial assistance. 20 U.S.C. §1681. Title IX defines sexual harassment as conduct on the basis of sex that meets one or more of the following: (1) a district employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the District's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in federal law. 34 C.F.R. §106.30. Consult the board attorney to ensure the nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of Title IX sexual harassment.

*Glossary of Terms, and sample procedures 2:265-AP1, Title IX Sexual Harassment Response, and 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com).*

The IHRA prohibits any district employee or agent from sexually harassing a student, and defines sexual harassment as any unwelcome sexual advances or requests for sexual favors made to a student, or any conduct of a sexual nature toward a student, when: (1) such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or (2) the district employee or agent either explicitly or implicitly makes the student's submission to or rejection of such conduct as a basis for making various enumerated education-related determinations. 775 ILCS 5/5A-201(E).

The Ill. Dept. of Human Rights investigates charges of sexual harassment in violation of the IHRA, and it is a civil rights violation when a district fails to take remedial or disciplinary action against an employee the district knows engaged in sexual harassment. 775 ILCS 5/5A-102. **Issue 105, August 2020**

PRESSPlus 3. Using "or any employee with whom the student is comfortable speaking" ensures compliance with Title IX regulations providing that "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment is deemed to have *actual knowledge* which triggers a district's duty to respond. 34 C.F.R. §106.30. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 105, August 2020**

PRESSPlus 4. Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a), amended at 85 Fed. Reg. 30573. Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question 1 in policy 2:260. **Issue 105, August 2020**

PRESSPlus 5. "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used. **Issue 105, August 2020**

PRESSPlus 6. Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. **Issue 105, August 2020**

## Document Status: Draft Update

### STUDENTS

#### 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

#### Definitions from 105 ILCS 5/27-23.7

*Bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

**Nondiscrimination Coordinator:** [PRESSPlus1](#)

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4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes

that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972. [PRESSPlus2](#)
  - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - i. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

[405 ILCS 49/](#), Children's Mental Health Act.

[105 ILCS 5/10-20.14](#), [5/24-24](#), and [5/27-23.7](#).

[23 Ill.Admin.Code §§1.240](#) and [§1.280](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

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## **PRESSPlus Comments**

PRESSPlus 1. Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question 1 in policy 2:260. **Issue 105, August 2020**

PRESSPlus 2. Added in response to Title IX regulations at 34 C.F.R. Part 106. **Issue 105, August 2020**

## Document Status: Draft Update

### STUDENTS

#### 7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
  - b. 2:265, Title IX Sexual Harassment Grievance Procedure. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking. [PRESSPlus1](#)
  - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - d. 7:180, *Prevention of and Response To Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

[105 ILCS 110/3.10](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response To Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: July 10, 2019

PRESSPlus 1. Added in response to Title IX regulations at 34 C.F.R. Part 106. **Issue 105, August 2020**

## Document Status: Draft Update

### COMMUNITY RELATIONS

#### 8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the main office and receive permission to remain on school property. All visitors must have valid identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

#### Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:<sup>101</sup>

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Please refer to the applicable collective bargaining agreement(s) following current agreements:

~~Agreement Between the Board of Education School District no. 103 and the Lyons Council Local 571 AFT 2014-2018~~

~~Contract Between the Board of Education Elementary School District 103 and Full-time Aides of the District 103 Unit of Local 73, Service Employees International Union AFL-CIO~~

~~Contract Between the Board of Education Elementary School District No. 103 and The Custodial/Maintenance Personnel of the District #103 Unit of Local 73, Service Employees International Union AFL-CIO~~

For employees whose collective bargaining agreement does not address this subject:

Upon notifying the Building Principal's office, a Authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District. ~~upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.~~ [PRESSPlus1](#)

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.:

*Nuding v. Cerro Gordo Community Unit School Dist.*, 313 Ill. App.3d 344 (4th Dist. 2000).

[20 U.S.C. §7181](#) et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, ~~5/24-24~~, 5/24-25, and 5/27-23.7(a).

[115 ILCS 5/3\(c\)](#), Ill. Educational Labor Relations Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[410 ILCS 705/](#), Cannabis Tax and Regulation Act.

[720 ILCS 5/11-9.3.](#)

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

Adopted: January 28, 2020

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Ill. Educational Labor Relations Act, 115 ILCS 5/3(c), added by P.A. 101-620, requiring districts to allow union representatives to meet with employees during the work day for certain reasons without loss of pay or leave time, as well as during *duty-free time* upon notice to the school office. See footnote 18 of sample policy 8:30, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for more information. **Issue 103, March 2020**

## Document Status: Draft Update

### COMMUNITY RELATIONS

#### 8:110 Public Suggestions and Concerns

Please refer to the following current agreement:

**Agreement Between the Board of Education School District no. 103 and the Lyons Council Local 571 AFT 2014-2018**

For employees not covered by this agreement:

The Board of Education is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, Access to Electronic Networks, and should, to the extent possible, limit their communications to relevant individuals. PRESSPlus1 All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

#### LEGAL REF.:

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

ADOPTED: September 22, 2016

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#### **PRESSPlus Comments**

PRESSPlus 1. The Ill. Educational Labor Relations Act requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14(c-5), added by P.A. 101-620. Policy 6:235, *Access to Electronic Networks*, states that the district's network, which includes its email system, is not a public forum for general use. Further, acceptable uses of the network by any party are limited to uses in support of education and/or research or for legitimate school business purposes. However, see policy 6:235 at footnote 6, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for a discussion of potential liability under the First Amendment of the U.S. Constitution if the district wants to "block" specific third parties based on message content. Including this statement also discourages school community members from engaging in the disruptive practice of mass *cc'ing* district staff who have no involvement in a particular issue. **Issue 103, March 2020**

## **RESOLUTION TO LEVY PROPERTY TAXES FOR 2020**

**WHEREAS**, the Board of Education of Lyons School District 103 ("Board"), Cook County, Illinois, is authorized by Section 5/17-2(2) of the School Code [105 ILCS 5/17-2(2)] to levy, by proper resolution, a special tax for educational purposes;

**WHEREAS**, the Board is authorized by Section 5/17-2(5) of the School Code [105 ILCS 5/17-2(5)] to levy, by proper resolution, a special tax for operations and maintenance purposes;

**WHEREAS**, the Board is authorized by Section 5/17-2(5) of the School Code [105ILCS; 5/17-2(5)] to levy, by proper resolution, a special tax for transportation purposes;

**WHEREAS**, the Board is authorized by Section 7-171(b) (2) of the Pension Act, as amended by Public Act 89-329 [40 ILCS 5/7-171 (b) (2)] effective August 17, 1995, to levy a tax in an amount reasonably calculated at the time of levy to provide for the school district contributions under Section 7-172 to the Illinois Municipal Retirement Fund;

**WHEREAS**, the Board is authorized by Section 5/21-110 of the Pension Code [10 ILCS 5/21-110] to levy by proper resolution, a special tax for social security purposes.

**WHEREAS**, the Board is authorized by Section 5/17-2.5 of the School Code [105 ILCS 5/17-2.5] to levy, by proper resolution, a special tax for tort immunity purposes;

**WHEREAS**, the board is authorized by Section 20-3 of the School Code [105 ILCS 5/20-3] to levy, by proper resolution, a special tax for working cash fund purposes;

**WHEREAS**, the Board is authorized by Section 5/17-2.2a of the School Code {105 ILCS 5/17-2.2a] to levy, by proper resolution, a special tax for special education purposes; and

**WHEREAS**, the Board is authorized by Section 17-2.11 of the School Code [105 ILCS 5/17-2.11] to levy, by proper resolution, a special tax for fire prevention, safety, and energy conservation purposes.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of Lyons School

District 103, Cook County, Illinois as follows:

**Section 1:** For the ensuing year, the County Clerk of Cook County, Illinois is hereby authorized and directed to extend, and therefore is hereby levied, the following special taxes on behalf of this school District:

- a) The sum of \$15,934,000 to be levied as a special tax for educational purposes;
- b) The sum of \$2,242,081 to be levied as a special tax for operations and maintenance purposes;
- c) The sum of \$1,285,000 to be levied as a special tax for transportation purposes;
- d) The sum of \$85,250 to be levied as a special tax for Working Cash purposes;
- e) The sum of \$301,500 to be levied as a special tax for Illinois Municipal Retirement Fund purposes;
- f) The sum of \$301,500 to be levied as a special tax for Social Security purposes;
- g) The sum of \$313,515 to be levied as a special tax for tort immunity purposes;
- h) The sum of \$1,555,000 to be levied as a special tax for Special Education Program purposes; and
- i) The sum of \$280,000 to be levied as a special tax for fire prevention and safety purposes.

**Section 2:** The amounts of money levied under Section 1, and as indicated on the Certificate of Tax Levy, attached to and made a part of this resolution shall be raised by special taxes for the various purposes as in the Certificate of Tax Levy indicated for the ensuing year.

**Section 3:** The President and Secretary are hereby authorized and directed to sign the Certificate and file or cause the same to be filed with the County Clerk of Cook County, Illinois, on or before the last Tuesday of December of 2020.

**Section 4:** This resolution shall be in full force and effect upon its adoption.

ADOPTED this 15th day of December 2020.

BOARD OF EDUCATION  
LYONS SCHOOL DISTRICT NO. 103  
COUNTY OF COOK, STATE OF ILLINOIS

BY: \_\_\_\_\_  
Jorge Torres, President

ATTEST:

\_\_\_\_\_  
Vito Campanile, Secretary

STATE OF ILLINOIS     )  
                                  )  
COUNTY OF COOK     )

**CERTIFICATION**

I, Vito Campanile, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Lyons School District 103, Lyons, Cook County, Illinois, and as such, I am the keeper of records of the Board of Education of said District.

I further certify that the foregoing constitutes a full, true, and complete copy of the Resolution entitled "Resolution to Levy Property Taxes for 2020" and that said Resolution was duly passed and adopted at a lawfully convened and held meeting of the Board of Education of Lyons School District 103, held on December 15, 2020.

IN WITNESS WHEREOF, I hereunto affix my signature at Lyons, Illinois this 15<sup>th</sup> day of December, 2020.

DATED: This 15th day of December, 2020

By: \_\_\_\_\_  
                  Vito Campanile, Secretary

Original:    
 Amended:

**ILLINOIS STATE BOARD OF EDUCATION**  
 School Business and Support Services Division  
 217/785-8779

**CERTIFICATE OF TAX LEVY**

*A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.*

District Name Lyons Elementary School District	District Number 103	County Cook
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**Amount of Levy**

<b>Educational</b>	\$ 15,934,000	<b>Fire Prevention &amp; Safety *</b>	\$ 280,000
<b>Operations &amp; Maintenance</b>	\$ 2,242,081	<b>Tort Immunity</b>	\$ 313,515
<b>Transportation</b>	\$ 1,285,000	<b>Special Education</b>	\$ 1,555,000
<b>Working Cash</b>	\$ 85,250	<b>Leasing</b>	\$ 0
<b>Municipal Retirement</b>	\$ 301,500		\$ 0
<b>Social Security</b>	\$ 301,500	<b>Other</b>	\$ 0
		<b>Total Levy</b>	\$ 22,297,846

\* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

**See explanation on reverse side.**

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

**We hereby certify that we require:**

the sum of 15,934,000 dollars to be levied as a special tax for educational purposes; and  
 the sum of 2,242,081 dollars to be levied as a special tax for operations and maintenance purposes; and  
 the sum of 1,285,000 dollars to be levied as a special tax for transportation purposes; and  
 the sum of 85,250 dollars to be levied as a special tax for a working cash fund; and  
 the sum of 301,500 dollars to be levied as a special tax for municipal retirement purposes; and  
 the sum of 301,500 dollars to be levied as a special tax for social security purposes; and  
 the sum of 280,000 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and  
 the sum of 313,515 dollars to be levied as a special tax for tort immunity purposes; and  
 the sum of 1,555,000 dollars to be levied as a special tax for special education purposes; and  
 the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and  
 the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_; and  
 the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_  
 on the taxable property of our school district for the year 2020

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2020 . \_\_\_\_\_  
 (President)

\_\_\_\_\_  
 (Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

**Number of bond issues of said school district that have not been paid in full** 4 .

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 103 , Cook County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2020 was filed in the office of the County Clerk of this County on 2020 .

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2020 , is \$ \_\_\_\_\_ .

\_\_\_\_\_  
 (Signature of County Clerk)

\_\_\_\_\_  
 (Date)

109 \_\_\_\_\_  
 (County)

**RESOLUTION INSTRUCTING THE COOK COUNTY CLERK  
REGARDING REDUCTION OF EXTENSION TO MEET PTELL  
REQUIREMENTS FOR 2020 LEVY**

**WHEREAS**, 1-10 of the Property Tax Extension Limitation Law ("PTELL") provides that the Cook County Clerk shall extend a tax for the sum of a taxing district's funds that is not greater than the limiting rate; and

**WHEREAS**, PTELL 1-10 further provides that if the County Clerk is required to reduce the aggregate extension of a taxing district, the clerk shall proportionally reduce the extension for each fund unless otherwise requested by the taxing district; and

**WHEREAS**, the Board of Education of Lyons School District No. 103, County of Cook, State of Illinois (Hereinafter, "the Board") has adopted a levy for the year 2020 for taxes for the following purposes or funds of said district: Illinois Municipal Retirement, Social Security, Transportation, Education, Life Safety, Tort Immunity, Operations and Maintenance, Working Cash, and Special Education; and

**WHEREAS**, the Board has determined that if the County Clerk must extend taxes in an amount that is less than the aggregate amount of the levy for 2020, such reduction shall not be proportionate in all funds but rather, shall be made as hereinafter specified:

**NOW, THEREAFTER, BE IT RESOLVED** by the Board of Education of Lyons School District 103 County of Cook, State of Illinois, as follows:

Section 1: If the County Clerk of Cook County is prohibited by the Property Tax Extension Limitation Law from extending taxes for the full amount of the 2020 aggregate levy of School District No. 103, then in that event the levy for each of the district's funds **shall be reduced proportionally**

Section 2: the President and Secretary of the Board of Education are hereby authorized and directed to file the copy of this resolution with the County Clerk, in the event the levy for each of the district's funds shall be reduced proportionally

Section 3: This Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 15th day of December 2020

BOARD OF EDUCATION  
LYONS SCHOOL DISTRICT NO. 103  
COUNTY OF COOK, STATE OF ILLINOIS

BY: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

Memorandum of Understanding  
between  
The Board of Education of Lyons Elementary School District 103  
and  
Lyons Council Teachers Union of the West Suburban Teachers Union, Local 571,  
IFT-AFT  
Lyons Elementary School District Reopening and Operational Plan

Extension of Temporary Teacher Choice in Work Location During COVID-19 Pandemic

This Memorandum of Understanding (MOU) shall memorialize the agreement between the Board of Education of the Lyons Elementary School District 103 and the Lyons Council Teachers Union of the West Suburban Teachers Union (WSTU) Local 571 regarding the Response to the Covid-19 Pandemic Learning Agreement for the 2020-2021 School Year or until the pandemic ends, whichever shall occur first. The 2018-22 collective bargaining agreement remains intact.

This MOU is solely for the purpose of extending the MOU titled *Temporary Teacher Choice in Working Location During COVID-19 Pandemic*. **The Memorandum of Understanding will be extended through January 31, 2021.** All other aspects of the MOU are intact during the extended time frame.

Agreed to by the parties:

The Board of Education of Lyons Elementary School District 103

By: \_\_\_\_\_

Date: \_\_\_\_\_

Lyons Council of West Suburban Teachers Union Local 571, IFT-AFT

By: Toni Jackman

Date: 12/11/2020

Memorandum of Understanding  
between  
The Board of Education of Lyons Elementary School District 103  
and  
SEIU Local 73

Extension of Program Aide Choice in Temporary Working Location During COVID-19  
Pandemic

This Memorandum of Understanding (MOU) shall memorialize the agreement between the Board of Education of the Lyons Elementary School District 103 and SEIU Local 73 regarding the ability of program aides to work from home during COVID-19 Pandemic for the time period beginning November 9, 2020 to January 3, 2021. This MOU may be extended beyond this date if mutually agreed upon by both parties. The current collective bargaining agreement remains intact.

This MOU is solely for the purpose of extending the MOU titled *Program Aide Choice in Temporary Working Location During COVID-19 Pandemic*. **The Memorandum of Understanding will be extended through January 31, 2021.** All other aspects of the MOU are intact during the extended time frame.

Agreed to by the parties:  
The Board of Education of Lyons Elementary School District 103

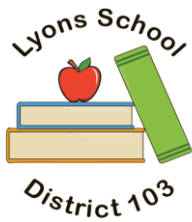
By: \_\_\_\_\_

Date: \_\_\_\_\_

SEIU Local 73

By:  \_\_\_\_\_

Date: 12/14/2020



# Lyons Elementary District 103

Serving the communities of Brookfield, Forest View, Lyons, McCook and Stickney

*Working Together to Expand Student Opportunities*

**Mr. Kristopher A. Rivera**  
**Superintendent of Schools**

December 15, 2020

The Board of Education of Lyons Elementary District 103 hereby:

1. Extends authority to the administration to hire temporary substitutes for the district;
2. Extends authority to the administration to place students for ten (10) days or less for violation of school rules and other misconduct in the District 103 Alternative School or out-of-school suspension according to district policy and student handbooks;
3. Designates **Ms. Stephanie Koenig** as the Title IX Grievance Officer for the District;
4. Designates **Ms. Stephanie Koenig** as District Nondiscrimination Coordinator;
5. Designates **Ms. Stephanie Koenig** as the Uniform Complaint hearing officer;
6. Designates **Ms. Kim West** as the expulsion hearing officer for Grades K-5, when allowed by district policy;
7. Designates **Ms. Kim West** as District liaison to homeless children;
8. Designates the following two (2) complaint managers for STAFF sexual harassment or sexual discrimination issues: **Ms. Stephanie Koenig and Ms. Kim West**;
9. Designates the following two (2) complaint managers for STUDENT sexual harassment or sexual discrimination issues: **Ms. Stephanie Koenig, and Ms. Kim West**;
10. Designates **the Business Manager** to be in charge of transportation and food sales that compete with the federal student lunch program;
11. Designates the following as Student Activity Fund Managers:

Home School: <b>Ms. Kristen Smith</b>	Costello School: <b>Mr. Mark Antkiewicz</b>
Robinson School: <b>Mr. Garrett Lefferson</b>	Lincoln School: <b>Mrs. Theresa Silva</b>
Edison School: <b>Dr. Jan Bernard</b>	GWMS: <b>Dr. Carol Baker</b>
12. Designates **Township Treasurer's Office** as Chief Investment Officer;
13. Designates the following as responsible and in charge in the event that the Superintendent is unavailable or unable to act in an emergency situation (in succession):
  - a. **Dr. Carol Baker**
  - b. **Ms. Kim West**
14. Designates **Ms. Stephanie Koenig** and **Dr. Sheila Johnson** as the FOIA Officers.